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## STATEMENT OF NEEDS

[San Francisco, CA. Dept. of Health  
Bureau of Toxics, Health and Safety Services, 3  
HAZARDOUS MATERIALS PERMIT PROGRAM

March 6, 1990

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## INTRODUCTION

This document was originally prepared in October, 1989 and submitted as a budget proposal for the Hazardous Materials Permit Program.

## INTRODUCTION

The purpose of this study is to determine the effect of the different types of soil on the growth of the plants. The study was conducted in a greenhouse and the results are presented in the following table.



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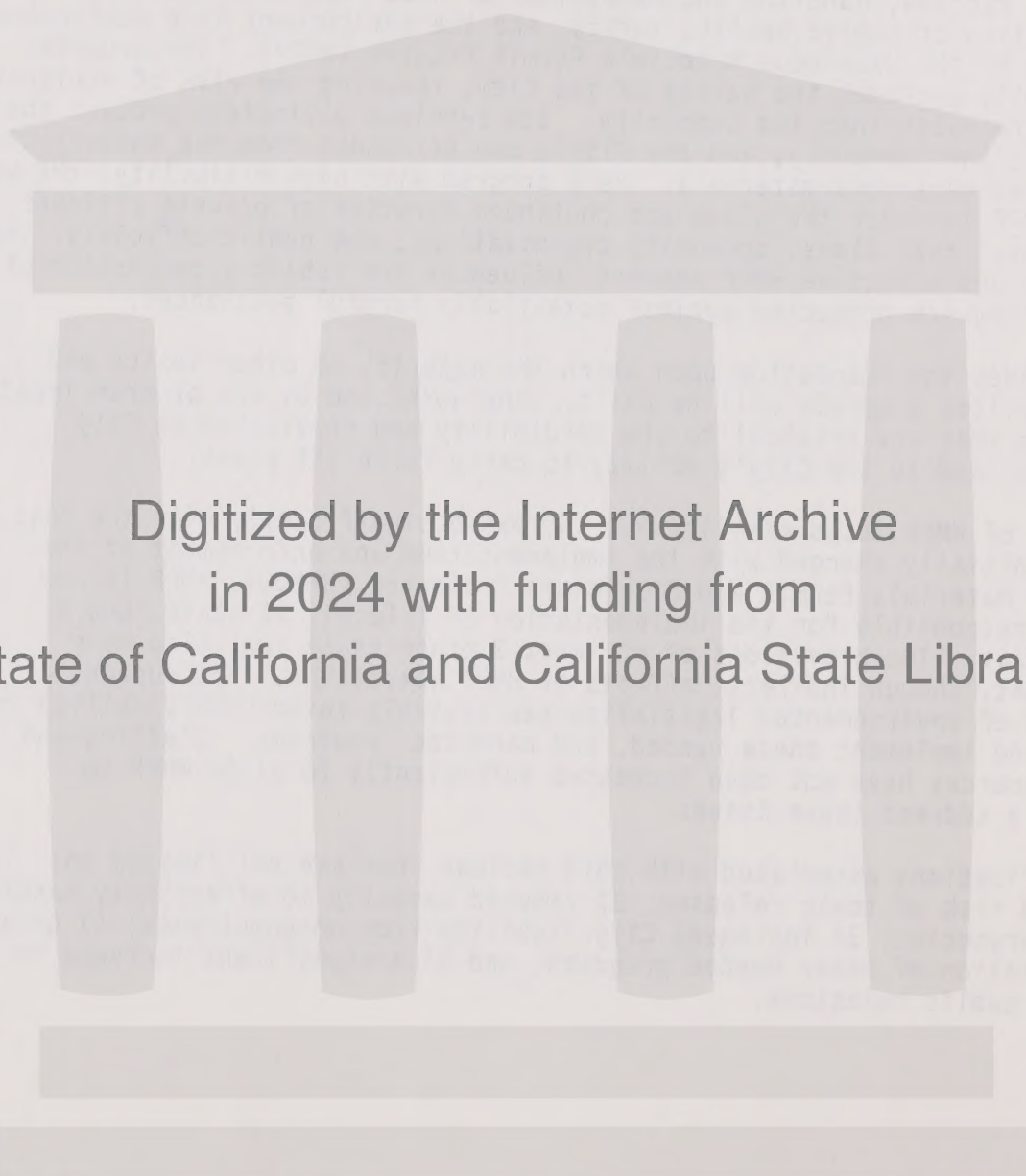
## Need Statement

The proper storage, handling and management of hazardous materials to ensure the protection of public health, safety, and the environment is a continuing commitment of the Hazardous Materials Permit Program (HMPP). The program significantly upgrades the safety of the City, reducing the risk of accidents and toxic releases into the community. Its services ultimately protect the businesses, the community, and the City's own personnel from the dangers of uncontrolled hazardous materials. As a program with high visibility, the work done by HMPP is under the close and continued scrutiny of private citizens, environmental coalitions, community organizations, and public officials. How responsive and effective HMPP appears influences the public's perception of how well they are protected against potentially harmful substances.

HMPP provides the foundation upon which the majority of other Toxics and Safety Services programs will be built. The work done by the program impacts many areas that are critical to the credibility and reputation of City government, and to the City's ability to carry forth its plans.

The scope of HMPP responsibility has increased significantly over the past few years. Initially charged with the implementation and enforcement of the Hazardous Materials Permit and Disclosure Ordinance (HMPDO), HMPP is now directly responsible for the implementation of 1 local, 12 state, and 2 federal laws. The provisions of at least 8 other state laws also have significant, though indirect, effects on HMPP operations. The current onslaught of environmental legislation has severely taxed HMPP's ability to develop and implement these needed, and mandated, programs. Staffing and other resources have not been increased sufficiently to allow HMPP to adequately address these issues.

The ramifications associated with this include, but are not limited to: 1) an increased risk of toxic releases; 2) reduced capacity to effectively handle toxic emergencies; 3) increased City liability from noncompliance; 4) delayed implementation of other needed programs; and 5) a significant increase in negative public relations.



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# Inspections/Permitting

## (Private Sector)

This is the basic function of the HMPP - to ensure (through an inspection and permitting process) the proper handling and storage of hazardous materials within the City and County and to make information regarding these materials available for the support of emergency response and public disclosure. In addition to local law (Hazardous Materials Permit and Disclosure Ordinance [HMPDO], Article 21 of the S.F. Health Code) hazardous materials are also regulated under several other state (AB 2185/2187/2189) and federal (SARA Title III) laws. These are all known as "Community Right-to-Know" laws, and local agencies have been given the responsibility for their enforcement.

### Number of Facilities

Any discussion or workload analysis regarding permitting of private sector sites must revolve around the number of facilities which must be inspected. The number of facilities requiring permits is estimated to be 10,674. This is based on HMPP experience to date, field surveys, and information from other agencies. It should be emphasized that this is a conservative estimate and may, in fact, be too low. This figure was arrived at as follows:

MIS Data (as of 10/10/89):

Total # of sites (incl. F.D.)	=	8,667
# HM applications sent	=	7,928
# HM applications received	=	1,817
# sites filing disclaimers	=	4,517
# HM applications returned by P.O.	=	1,470

The number of businesses which file disclaimers and, upon inspection, are found to require a permit was determined to be approximately 25%. This was based on almost three years of experience and is detailed in the HMPP Work Plan. However, recent investigations and discussions with numerous business owners have resulted in the need to raise this percentage to at least 30%. We have found that many business owners are aware of our current staffing limitations and are simply returning the disclaimers. As it may be many months (in some cases more than a year) before an inspection can be conducted and, after which, they will still have time to file their application materials, many businesses choose to do this to save money.

4,517 disclaimers x 30%	=	1,355
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The total number of applications with activity is found by adding all disclaimers, applications received and applications returned by the Post Office. Subtracting this from the total number of sites gives us the number still pending.

$$8,667 \text{ sites} - 7,804 \text{ w/activity} = 863$$

Field investigations have also shown that the majority of applications returned by the Post Office are due to business closures. Of these, approximately 30% have been replaced with a new business which requires a permit.

$$1,470 \text{ applications returned} \times 30\% = 441$$

Field surveys conducted of industrial areas and for the purpose of identifying vulnerable zones (around schools, day-care centers, etc.) have found 406 businesses requiring permits. These were not identified on any of the major lists (State Hazardous Waste Generators, DPW/Industrial Waste Dischargers, Title III, etc. - see HMPP monthly reports) previously cross-referenced and cover only 1/8 of the total area to be surveyed.

$$406 \text{ businesses} \times 8 = 3,248$$

The surveys referenced above are in the sections of the City (South of Market, Southeast, Bayview, etc.) where we expect to find the greatest concentration of these types of businesses. This represents an area equivalent to approximately 1/4 of the City. In the remaining sections, it is conservatively estimated that we will find approximately 600 additional businesses not previously identified.

The University of California San Francisco Medical Center has estimated that there are approximately 1,700 research facilities, laboratories and fixed facility operations which store hazardous materials on the Parnassus site alone. This is a conservative estimate (by their account) and does not include Laurel Heights and other satellite facilities.

The number of sites located at other universities and educational institutions (San Francisco State, USF, etc.) is conservatively estimated at 50.

The San Francisco Port Authority estimates that there are approximately 600 tenants which store hazardous materials and may require permits.

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A. summary of these figures is as follows:

# HM applications received	=	1,817
# disclaimers requiring permit	=	1,355
# HM applications pending	=	863
P.O. returns w/new businesses	=	441
Primary survey areas	=	3,248
Secondary survey areas	=	600
UCSF facilities	=	1,700
Other university facilities	=	50
Port tenants	=	<u>600</u>
TOTAL	=	10,674

### Staffing Needs

In this section, staffing needs and their justification will be presented on a position by position basis. The logic and reasoning apply to all other HMPP components as well and will be referenced, but not repeated, in those sections.

#### 6120 - Environmental Health Inspector (32):

32 inspectors represents the minimum number required to inspect and permit all private sector hazardous materials storage facilities in San Francisco on an annual basis. This represents ongoing program needs and allows for reductions of time expenditures/accelerated permit processing resulting from additional staff (industrial hygiene assistants, clerical, data entry, etc.) alleviating some of the workload currently performed by inspectional staff. It should be noted that the number of field inspectors required to complete implementation within one year is approximately 48.

This figure (32 inspectors) is based on the total number of facilities and the time required by field staff for inspections and processing. HMPP has conducted more than 2,000 inspections to date, and the field activity time estimates detailed in Appendix D of the FY 1989-90 HMPP Work Plan continue to be fairly accurate (average of one facility per day per inspector). Administrative time expenditures e.g. standard products, however, have been underestimated (currently averaging 12 hours per facility). Additionally, it has been demonstrated that in a number of cases field estimates were too conservative. For more detailed information regarding these analyses, please refer to the Work Plan.

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The estimate of the number of inspectors required is then derived using the above figure. Assuming an average of one facility per inspector per day, this yields approximately 226 facilities per inspector per year. Allowing for reductions of time expenditures/accelerated processing (assuming availability of additional support staff) would increase this figure to 339 (1.5 facilities per inspector per day).

# available hours per person per year	=	1,808
1 facility/inspector/day (1808/8)	=	226/year
1.5 facilities/inspector/day	=	339/year
2 facilities/inspector/day	=	452/year
<u>10,674 facilities</u> 226 facilities/inspector	=	47 inspectors
<u>10,674 facilities</u> 339 facilities/inspector	=	32 inspectors
<u>10,674 facilities</u> 452 facilities/inspector	=	24 inspectors

It should be emphasized that the time estimate of 2 facilities per inspector per day was included only to illustrate the extent to which HMPP is currently understaffed. This represents a 100% increase in output and is not a realistic expectation but, even if possible, would still necessitate a **6x increase** over current staffing levels.

It should also be noted that, while "statistically correct" and accepted as the norm throughout the city, the figure of 1,808 available hours per person per year is significantly higher than what is actually available for HMPP (and other Toxics & Safety Services) personnel. This figure (reference Appendix A in the Work Plan) allows for an average of only ten (10) days for training and sick leave. Currently, between 24 and 40 hours of training are mandatory for most HMPP personnel. Many individual courses alone average 3 to 4 days (one invaluable emergency response course taken in 1989 was 200 hours in length). The numerous available training opportunities must be utilized if program staff are to remain effective and keep abreast of the continual onslaught of new legislation, requirements, and technologies.

The figure of 339 facilities/inspector/year allows for accelerated processing and is a much more realistic estimate. However, it is important to remember that this refers only to compliance with the HMPDO and related "Community Right-to-Know" laws, and **does not address all of the issues HMPP is responsible for**. Detailed descriptions and corresponding staffing needs for these other areas of responsibility will be outlined in the sections which will follow.



## 6137 - Assistant Industrial Hygienist (12):

12 I.H. assistants represents the minimum number required to support all HMPP permitting and industrial hygiene activities on an annual basis. As with the inspector positions (and for that matter, ALL positions), this represents ongoing needs and allows for reductions in time expenditures of all staff.

The primary function of the Assistant Industrial Hygienist is the creation of standard products from business material inventories. The population of the Standard Products Table (SPT) is essential for the capture of business inventories, permitting, revenue generation, and the support of emergency response. For more specific details, please refer to the HMPP FY 1989-90 Work Plan. This figure (12) is based on a minimum ratio of 1:3 (assistant industrial hygienist : inspector) and is confirmed by HMPP staff experience to date.

In stating that ongoing needs will be met, it is important to emphasize that even at this level of staffing, full development of the SPT will still be many years away. New products are constantly being introduced and our experience has shown that business inventories average approximately 30% turnover. However, this level of staffing will allow adequate development of the SPT for sufficient support of HMPP operations. Creation of standard waste products will also be a major need which must be addressed. Currently, the creation of standard products is one of several bottlenecks which must be overcome to ensure a more rapid implementation of the HMPDO. Others, such as review and data entry, will be discussed in the following sections. Of necessity, inspectors are now creating standard products which, because of the time required, prevents them from spending more time in the field.

Another reason of major importance for a more rapid development of the SPT is the potential for marketing this information. All regulatory agencies and many businesses need this type of information which, currently, is not being compiled except for pure chemicals. Discussions with representatives of numerous local and state agencies have indicated that the market for this type of information exists, and the potential revenue which could be generated is significant. However, as with marketing of the Toxics MIS, our "window" of opportunity continues to grow smaller with the passage of time. This issue has been raised for both components several times previously and must be done so again. Resources should be directed to pursue both options, as the potential revenue generation would be sufficient to fund current staffing levels as well as those requested. The requested staffing level for assistant industrial hygienists is a necessary step in this direction.

These positions can also be utilized for additional field activities, including inspections. It is intended that at least one (1) of these be used part-time for field inspections of underground storage tank modifications, thereby freeing a Senior Environmental Health Inspector for more complex inspections and assignments. Conduction of storage facility inspections is also possible, after sufficient development and progress with the SPT.

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These positions could also serve as "trainee" positions, particularly if creation of a new job classification for this purpose is not possible. The need for such positions to enhance recruitment and retention capabilities is discussed in another report which is directly related to this one. Please refer to "Recruitment and Retention of Qualified Personnel", February 28, 1990.

The Assistant Industrial Hygienist(s) will also provide technical support for other HMPP field staff and will perform routine industrial hygiene related tasks (field monitoring, personal protective equipment maintenance, etc.) which will allow HMPP Industrial Hygienists (6138) to perform more complex duties and assignments.

It should be noted that previously a number of summer interns were hired to create standard products. In terms of numbers of products created (3,000+) this project was successful. However, a significant amount of review and oversight was required by HMPP Industrial Hygienists, which resulted in the creation of another type of backlog and impeded progress of other high-priority projects. The assistant industrial hygienist position would require much less oversight and allow for increased productivity from HMPP Industrial Hygienists.

These positions play a critical role in HMPP operations. It should be emphasized that, if not available, the work required will continue to be done as it is now - primarily by inspectional staff, and the corresponding processing delays and problems will continue. Completion of other priority assignments will also be delayed as staff must be diverted, and this will continue to impede progress for HMPP and other Toxics and Safety Services (TSS) programs.

#### 1720 - Data Entry Operator (15):

15 data entry operators represents the minimum number required to meet all HMPP data entry needs on an ongoing basis (at the requested staffing levels). One (1) data entry operator was hired in October, 1989. Data entry functions were previously (and still continue to be) handled by administrative support and inspectional staff. The majority of data entry work has been deferred out of necessity.

Current backlogs of data entry items include materials inventory, standard products, property owner information, underground storage tank characteristics and monitoring information, etc. Current data entry needs are 5x the existing staffing level. This will become even more of a problem if information to support emergency response and public disclosure are not available, particularly if DPH has the information but has not been able to put it into the system.

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The current backlogs also contribute to significant operational delays as needed processing must be done manually, and as field staff must often be diverted for this purpose. This situation would be much worse, if not for some creative negotiating and the benevolence of another city department: three data entry personnel were provided to HMPP for 3+ weeks as an alternative when a company could not fulfill its contract obligations; and a data entry operator was loaned to HMPP for almost one month from the Information Services Division (ISD).

This figure (15) is based on a minimum ratio of 1:2 (data entry operators : inspectors) and is confirmed by HMPP experience to date. This is for ongoing operations, and it should be emphasized that the need is not only to clear existing backlogs but to prevent future backlogs and ensure continued smooth operations. All permits must be renewed, new applications processed, old applications updated, etc. A tremendous volume of data must continually be processed, which also includes revenue (HMPP will be handling sufficient revenue to necessitate establishment of an accounts receivable section).

These positions also play a critical role in HMPP operations. If not available, the work required will continue to either be done by administrative support and/or inspectional staff (diverting them from other duties), or it will simply not be done. Neither of these alternatives is acceptable.

#### 1446 - Secretary II (8):

8 secretaries represents the minimum required to meet all HMPP clerical and administrative support needs on an annual basis (at the requested staffing levels). As with other positions, this represents ongoing needs and allows for reductions of time expenditures made possible by the addition of other personnel.

At present, two (2) secretaries are assigned to HMPP. They also perform data entry as well as other administrative support activities for other Toxics and Safety Service (TSS) programs. This is somewhat offset by occasionally utilizing other TSS clerical personnel. Current needs are for 2x the existing staffing level.

This figure (8) is conservatively based on a minimum ratio of 1:6 (secretaries : professional staff, except 6137's). It may, in fact, be too low depending upon the administrative support needs of other HMPP staff. It is also anticipated that a number of these positions will be responsible/supervise several data entry personnel. The current workload for HMPP clerical/administrative support staff is heavy, and will only increase in the future as new laws and requirements are put into place.

These positions, as others previously described, also play a critical role in HMPP operations. If not available, clerical and administrative support functions (typing, filing, memos, letters, notices, copying, purchasing, etc.) will continue to be done by inspectional staff, diverting or delaying them from completing other required duties.





6122 - Senior Environmental Health Inspector (6):

6 senior inspectors represents the minimum required to supervise all inspectional activities, oversee all office operations and handle all complex problems (at the requested staffing levels). As with other positions, this represents ongoing needs and allows for reductions of time expenditures by the presence of additional staff.

This figure (6) is based on a minimum ratio of 1:6 (senior : inspectors) for purposes of supervision (although 1:5 would be preferable). Five (5) seniors would then be responsible for approximately 30 inspectors. The remaining senior would be the MIS coordinator/office manager.

Current staffing level is at four (4), distributed as follows: 1) MIS coordinator/office manager, 2) field/permitting supervisor (five inspectors), 3) underground tanks, and 4) alternative technology remediation. It should be noted that the latter position has not been included in this proposal, as it is hoped that this component will be a fully operational program of its own (or incorporated with the HazWaste Program) by FY 1990-91.

It should also be emphasized that the current duties of the MIS coordinator / office manager have already become more than a full-time job (please refer to the MIS Implementation and Maintenance Component). At present, all office operations (application and permit processing, invoicing, fee collections, data entry, integration with computer system, etc.) and supervision of four (4) clerical staff are required of this position. Future responsibilities will also include oversight and coordination of the development and implementation of MIS components for all other TSS programs.

6138 - Industrial Hygienist (5):

5 represents the minimum required to meet all HMPP permitting, industrial hygiene and related needs on an annual basis (at the requested staffing levels). As with other positions, this represents ongoing needs, and allows for reductions of time expenditures made possible by the presence of additional staff. The Industrial Hygienists provide technical support to HMPP as well as investigate and oversee complex issues and problems. Current staff level is two (2). Other primary responsibilities include development and implementation of the Standard Products Table (SPT), review and approval of standard products created, oversight of City facility permitting, training of HMPP staff, etc.

This figure (5) is based on a minimum ratio of 1:4 (hygienist : assistants) and **may be too low**. HMPP experience to date has shown that the maximum number of individuals creating standard products which can be adequately reviewed by one person is four. Assuming 12 assistants, this only leaves two IH's to handle the majority of other special issues but makes allowances for future reductions in volume of standard products created.

(continued)



Additional IH positions have been indicated as needed under separate HMPP components. Training and occupational health and safety support for HMPP personnel are also a major area of need. It should be noted that other TSS programs are currently understaffed, as well. Historically, HMPP IH's have often been diverted to provide assistance to other programs as the need or crisis arose. With three (3) new, major programs starting in fiscal year 1990-91, it is almost certain that these diversions will continue, and that this level of staffing will not be sufficient.

#### 6124 - Principal Environmental Health Inspector (3):

3 represents the minimum number required to meet all additional HMPP supervision and administrative needs (at the requested staffing levels). These are new positions and are necessary due to the increase in 6122 - Senior Environmental Health Inspectors (from 4 to 6 for permitting, 18 overall) and addition of Staff Level V positions (3). These positions would also be utilized to assist the HMPP Manager with administrative tasks, enabling more work to be completed (and in a timelier manner) and allow greater interaction and coordination with other agencies, jurisdictions, environmental and neighborhood organizations. Without these positions, as many as 18 to 22 individuals (not including IH's) may be reporting directly to the HMPP Manager.

#### 6139 - Senior Industrial Hygienist (2):

As with the 6124 - Principal Environmental Health Inspector, these positions are necessary because of the increase in number of 6138 - Industrial Hygienists (from 2 to 5 for permitting, 9 overall), the addition of Staff Level V positions (3), and the corresponding need for highly technical expertise in program components.

The Senior Industrial Hygienists would provide oversight and supervision of all HMPP industrial hygiene and related activities (previously discussed under both 6137 and 6138 position descriptions). These individuals would also be available for emergency response, providing additional support/relief to an already understaffed unit. Without these positions, as many as 10 to 13 individuals (not including senior inspectors) may be reporting directly to the HMPP Manager.

\* \* \* \* \*

In closing this section, it should be re-emphasized that workload and staffing estimates are extremely conservative, and may have been underestimated. It is important to note that these are minimum requirements, and not a "wish list" under the most optimum of conditions. Minimum requirements point to the enormous scope of responsibility and magnitude of tasks imposed on the HMPP. It also needs to be remembered that these figures only represent HMPP inspection and permitting needs. In the sections which follow, the additional HMPP components, responsibilities and needs will be discussed in detail.



HMPP STATEMENT OF NEEDS

ADDITIONAL  
HMPP COMPONENTS  
AND  
RESPONSIBILITIES





## AB 3777

### Risk Management Prevention Programs (RMPP's)

Risk Management Prevention Programs (RMPP's) are required of businesses storing any of 366 "acutely hazardous" materials (AHM's) above threshold quantities. This is pursuant to AB 3777, which has been incorporated into Chapter 6.95 of the California Health & Safety Code. The Department of Public Health/HMPP is the administering agency. RMPP's are extremely detailed and complex. The RMPP is designed to encourage handlers of AHM's to conduct comprehensive evaluations of their facilities to minimize any releases of AHM, and to protect public health and safety and the environment from releases that do occur.

The main emphasis of the RMPP is on **total system safety and reliability**. It is important to systematically identify hazards and operability problems (HazOp studies) throughout an entire facility; assess potential consequences posed by hazards (quantitative hazard assessment); and examine the means of detecting and correcting potential releases that may result from identified hazards. Additional items to be considered include dispersion modeling, fault-tree analyses, and off-site consequences analyses. The RMPP mechanism can 1) improve system efficiency and reliability; 2) increase protection of public health and safety; and 3) reduce liability. RMPP's should be developed reflecting the hazard analysis data and results of potential risk reduction identified in HazOp and consequence analysis studies.

It is extremely important that staff be involved with the company during development of the RMPP, and this involves a major expenditure of time. Time for final review and approval is also necessary. The reduction of risk in order to prevent or mitigate the effects of releases of AHM is best achieved through comprehensive communication and cooperation between business and government (HMPP).

RMPP's are required of all applicable businesses which began operating after January 1, 1988. For businesses operating prior to this, RMPP's may be required by the administering agency. Criteria for requiring RMPP's for these businesses as well as procedures, forms, MIS interface, etc. must also be developed and maintained on an ongoing basis by HMPP.

14 businesses have registered/notified HMPP regarding AHM use at their facilities. The actual number of AHM facilities in the City is much higher, as these businesses registered on their own. Distribution of registration forms to San Francisco businesses will take place in calendar year 1990. Prior development and implementation of this component had been delayed for many reasons (need for full implementation of HMPDO, other program priorities, staff limitations, etc.). This is no longer possible, as this process has now been tied to building permits and certificates of final occupancy (AB 3205).

(continued)



## Staffing Needs

At least 7 FTE's are required, and this figure may be too low:

2	-	6122	Senior Environmental Health Inspectors
1	-	6138	Industrial Hygienist
2	-	9790	Staff Assistant V's
1	-	1446	Secretary II
1	-	1720	Data Entry Operator

In most cases, RMPP evaluation will require a significant amount of field investigation. Due to the complex nature of this process, senior level staff (Sr. EHI's) would be assigned to this task. One (of two) would also have oversight and supervisory responsibility, including procedural and forms development, MIS interface, contract oversight, etc. The Industrial Hygienist and Staff Assistant V's would provide the necessary technical support, in addition to increasing the unit's field capabilities.

Staff Assistant V positions have been designated as specific civil service classifications with the required expertise do not currently exist. While there are numerous engineering classifications, there is not a classification for either a **Chemical Engineer** or a **Process Engineer**. These positions are critical for any operation involved with RMPP's. The necessary expertise does not currently exist within HMPP to adequately review and evaluate RMPP's. Unless the City is willing to continually provide hundreds of thousands of dollars for contracts to review RMPP's, these positions should be filled to enable HMPP to develop these capabilities in-house. Training of HMPP personnel would be included as part of any initial contract for independent review of RMPP's (see Object 100, Resource Needs).

The Data Entry Operator and Secretary II will provide critical operational and administrative support, enabling maximum utilization of the professional staff. Ratios used to determine support needs were the same as those previously described under inspections/permitting.

As with all other positions, the needs expressed here represent staffing for ongoing operations only. At best, only two-thirds of the known facilities could be addressed in a single year at this staffing level. Considering the volume of business turnover and the potential number of (previously unknown) AHM facilities, it will be several years before this area can be adequately addressed. At that time (or, more likely, as an ongoing consideration) the Chemical Engineer (or Chemist, if possible) could provide valuable assistance in evaluating chemical properties of materials for inclusion in the Standard Products Table. The Process Engineer could provide assistance to the OSH Program in evaluating City safety issues and practices. All Toxics and Safety Services programs would benefit from the expertise in these positions.





## AB 3205

Also incorporated into Chapter 6.95, AB 3205 requires compliance with business plan and/or RMPP requirements before issuance of certificates of final occupancy or issuance of building permits if construction is within 1,000 feet of a school. From our previous surveys it has been established that almost every location in the City is within 1,000 feet of a school. The major difficulties with this requirement are that the identities of chemicals to be utilized at the proposed site are frequently unknown, tenants/type of businesses may not be known, and RMPP's require a significant amount of time to develop.

The Central Permit Bureau (CPB) has informed HMPP that it issues approximately 25,000 permits each year. HMPP has reviewed a listing of 92 of the most common types of permits CPB issues. Of these, 72 (or 78%) could involve the use of hazardous materials. Follow-up of even a small percentage of these would require a tremendous expenditure of staff time. This would involve field inspections, plan checking, follow-up activities with owners, contractors and tenants, development of program components (procedures, forms, MIS interface, etc.) and their ongoing maintenance, and much more. The majority of permit applications would require at least a preliminary review and investigation which, by itself, would require a significant amount of time. These figures will also increase due to simple changes of ownership (certificates of occupancy).

Unless adequately addressed, significant pressure will be brought to bear by an already displeased business community as inevitable (and additional) delays to construction and occupancy of sites occurs. CPB and the Bureau of Building Inspections have already come under fire regarding this process without these additional requirements, which will only exacerbate the problem.

City liability may also become an issue if certificates or permits are issued without going through this process, and an incident involving hazardous materials occurs. If the requirements for business plans and/or RMPP's were not imposed or met (and should have been), and if one or several persons are injured (or worse) then the City will be wide open to liability and damage claims.

This law became effective on July 1, 1989. Since that time, HMPP has reviewed (by referral) less than 10 building permit applications and no referrals regarding certificates of final occupancy. Steps have been, and are continuing to be taken to address this issue. However, the staffing limitations and other priority needs of both departments have impaired the development of a comprehensive approach to this problem.

(continued)



## Staffing Needs

At least 6 FTE's are required, and this figure may be too low:

1	-	6122	Senior Environmental Health Inspector
3	-	6120	Environmental Health Inspectors
1	-	1446	Secretary II
1	-	1720	Data Entry Operator

In addition to field activities, the Sr. EHI would also have oversight and supervisory responsibility for this program component, including forms and procedures development, MIS interface, CPB/BBI interface, coordination with RMPP Unit, etc. Considering that 19,500 building permit applications alone (78% of 25,000) would require some investigation, four field personnel may not be sufficient to adequately address this issue. Even if only 5% required HMPP followup, this would still involve 1,250 facilities. It should be noted that the Bureau of Environmental Health Services (BEHS) has one Principal Inspector and three Senior Inspectors to handle plan checking and related activities for new and modified food facilities. BEHS staffing is barely adequate for this purpose, and their volume is significantly less.

The Data Entry Operator and Secretary II would provide critical and necessary administrative support, enabling maximum utilization of field personnel. Ratios used to determine support needs were the same as those described in previous sections.

Where the needs expressed in other sections represented staffing requirements for ongoing operations only, those expressed here have been extremely conservative and may be significantly underestimated.



## Title III (SARA)

The Superfund Amendments and Reauthorization Act (SARA) of 1986 is the federal community right-to-know legislation which is similar to local and state requirements, but with significant differences. Reporting formats and information required to be submitted are different. For example, Title III groups chemicals into five (5) hazard categories as opposed to a much more specific (and useful) classification scheme utilized by HMPP in which the nine (9) DOT hazard categories are sub-divided into thirty-four distinct hazard classes (consistent with International Maritime Organization [IMO] designations). Businesses are mandated to comply with the provisions of Title III in addition to local and state requirements. DPH/HMPP is the administering agency.

Different agencies are involved with the implementation of the federal legislation, and the focus is more in regards to regional chemical emergency response and preparedness. Identification of regional response resources and development of mutual aid agreements is a critical part of this process. Significant time expenditures are required to interface with representatives of the Environmental Protection Agency (EPA), State Office of Emergency Services (OES), State Environmental Affairs Agency (EAA), Local Emergency Planning Committee (LEPC), and many other agencies, jurisdictions, community groups, and environmental organizations. One (1) HMPP staff person is currently an appointed member of the LEPC and is also involved with several subcommittees and work groups.

As with other HMPP components, significant time expenditures will also be required for procedures and forms development, MIS interface, programming development and conversions, collection and processing of hazardous materials information, etc. Some prior planning and program development has been done in anticipation of this. Staffing limitations, however, have not enabled HMPP to maintain this effort in favor of other program priorities. Much additional work is required as the legislation has, and continues to change.

### Staffing Needs

At least 1 FTE is required, and this figure may be too low:

1 - 6122 Senior Environmental Health Inspector

Due to the extensive interaction with numerous other agencies, groups and organizations senior-level staff, at minimum, should be assigned to this area. The HMPP Manager is currently an appointed member of the LEPC, with at least three other staff (one IH and two Sr. EHI's) involved in the areas described above. The average of past and present time expenditures in this area have been the equivalent of at least .3 FTE, with little or no involvement with businesses or the community. Once initiated, this component will require significantly more staff to ensure effective implementation and successful ongoing maintenance.

(continued)





It should be noted that this reflects involvement with the private sector only. The City (as a business) must also comply. Certain federal requirements (releases and emissions - pursuant to Section 313) are not specified by the state Community Right-to-Know legislation. While an argument can be made for delaying other Title III reporting based on the similiarity with state law, the requirements under Section 313 must be addressed now. Please refer to the section "City Compliance: Other Legislation", for HMPP needs in this area.



## AB 2132

Recently signed by the Governor, AB 2132 requires the administering agency to evaluate the risk of businesses handling "acutely hazardous" materials over threshold quantities and to establish a ranking system for each of these materials. This would be an ongoing activity, as new information regarding these materials is continuously brought forth and as businesses are identified or register with HMPP. A significant amount of time would be expended during the initial development of the ranking system, and would involve several staff members (MIS interface, data collection and processing, system design and testing, regulatory agency interface, etc.). Adjustments and ongoing maintenance activities would require less involvement, but the same number and type of personnel.

The State Chemical Emergency Planning and Response Commission (CEPRC) has announced its intention to form a task force to facilitate the development of ranking systems by the administering agencies. If established, participation in this process is both desirable and necessary, primarily because of HMPP experience in this area. In addition, ensuring that the direction of ranking system development is consistent with HMPP efforts would also serve to protect the City's initial investment (through ranking efforts and MIS development) made to date.

### Staffing Needs

At least 1 FTE (or equivalent) is required:

1 - 6120 Environmental Health Inspector

As indicated above, this would be the equivalent of at least one full-time employee, as many areas of expertise are involved. Currently, four staff members have been involved (two Sr. EHI's, one IH, and one EHI) to various extents. This would be expected to continue.





## AB 1030/SB 299

These bills are also recent additions to the California Health and Safety Code regarding underground storage tanks (UST's). Areas covered include incorporation of federal/EPA requirements, financial responsibility of owners, tank upgrades, corrective actions, cost recovery, etc. DPH/HMPP is the administering ("local implementing/LIA") agency. Major revisions and additions to the existing UST component of HMPP will be required, with corresponding developmental and maintenance time expenditures similar to those previously mentioned for other program components.

AB 1030 is the legislation which brings the state law into conformity with the federal UST requirements. Current operations and activities relative to removal, closure, installation, and monitoring of all tanks and associated systems are effected. The most significant impact on HMPP in this area involves UST upgrades, which apply to all UST systems installed prior to 1984. Automatic line leak detectors are to be installed for all pressurized piping by December, 1990. Secondary containment, corrosion protection and the installation of spill and overfill prevention equipment are required by December, 1998.

SB 299 deals with financial responsibility issues, establishment of a cleanup fund (additional fees to owners of tanks) and responsibility for enforcement and oversight of leaking UST sites. The amount or level of financial responsibility is currently being negotiated between the State Water Resources Control Board (SWRCB) and the EPA (state legislation requires at least \$50,000 while the federal legislation starts at \$500,000). Upon resolution, new legislation will be introduced to reflect the new figure. Under federal law, owners of 13 or more tanks must show evidence of financial responsibility by April, 1990. Owners of 12 or fewer tanks have until October, 1990.

The area of greatest impact on HMPP is the responsibility for enforcement and oversight of cleanup activities at leaking UST sites. HMPP has had little involvement in this area to date, as the Regional Water Quality Control Board (RWQCB) has been the agency with jurisdiction. Time expenditures will be significant, as the number of activities and level of involvement with this component will be extensive. For example, a typical leak investigation and cleanup would involve, at a minimum, the following: 1) sampling; 2) laboratory analysis and review of results; 3) development and review of cleanup proposal (for soil and, if necessary, groundwater; 4) ongoing meetings and negotiations with owner and contractor(s); 5) implementation of proposed work and continuous field inspections; 6) ongoing review of sampling and monitoring results; 6) followup on treatment and disposal of all hazardous wastes; etc.

(continued)



At present (2/90) there are **1,014 (known)** sites in the City and County with **3,029 UST's**. Of these, **1,675** are active UST's and must be monitored on a regular/ongoing basis. The majority of the remainder have either been removed or closed in place, and will require followup activity regarding potential unauthorized releases. In addition, tanks which have been abandoned and whose presence had been previously unknown are being discovered on a regular basis (22 were discovered by DPW/Roadway Repair during a four month period alone). There are potentially thousands of old, abandoned fuel oil/heating tanks which will need to be addressed.

There have been at least **314** unauthorized release reports filed with the RWQCB pertaining to sites within San Francisco, all of which will require followup. Based on past HMPP experience and the inconsistency with which releases/leaks are reported, this figure will be significantly higher.

### Staffing Needs

At least **9 FTE** are required, and this figure may be too low:

1	-	6122	Senior Environmental Health Inspector
1	-	6138	Industrial Hygienist
1	-	9790	Staff Assistant V
3	-	6120	Environmental Health Inspectors
1	-	6137	Assistant Industrial Hygienist
1	-	1446	Secretary II
1	-	1720	Data Entry Operator

The senior and staff Environmental Health Inspectors would provide the majority of field investigative services, as well as technical review of cleanup proposals and oversight of related activities. The Sr. EHI would also have supervisorial responsibility for this unit. With 314 known contaminated sites (and a significant number of additional, unknown sites) these issues will not be fully addressed for many years. This level of staffing will, however, enable the City to address priority sites effectively and still develop this component adequately.

The Industrial Hygienist and Assistant IH would also be available for field investigations. Their primary responsibility would be to provide technical support for this unit and to address staff safety and health issues related to the cleanup of hazardous waste sites.

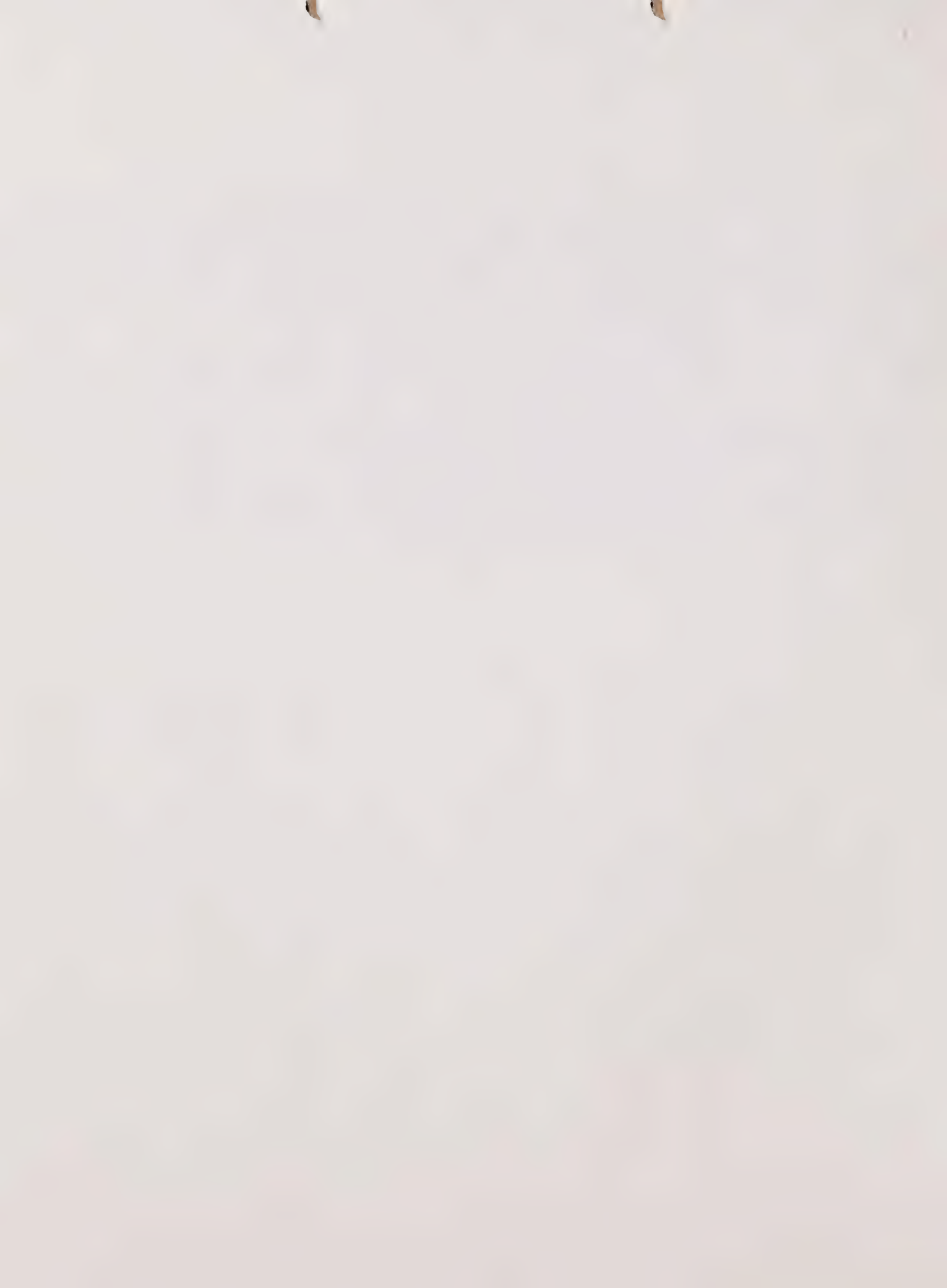
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The Staff Assistant V position would be for a **Hydrogeologist** and has been designated as such because a specific civil service classification with the required expertise does not currently exist. This expertise is essential for evaluating contamination from leaking underground tanks and other illegal or unauthorized releases of hazardous materials. Knowledge of groundwater hydrology, soil characteristics, etc. is critical for these types of operations. This individual would also be involved with RMPP's in evaluating off-site consequence analyses and HazOp studies. Expertise in site characterizations, plume definitions, site assessments, etc. would benefit other HMPP components as well as other Toxics and Safety Services programs.

A significant amount of data and other information will be collected and processed (correspondence, lab results, inspection reports, minutes of meetings, etc.). The Data Entry Operator and Secretary II will provide necessary operational and administrative support, enabling maximum utilization of the professional staff. Ratios used to determine support needs were the same as those previously described under inspections/permitting.





## AB 1728

Another recent addition to the California Health and Safety Code (Chapter 6.95), AB 1728 requires the State Environmental Affairs Agency (EAA) to establish systems and procedures for collecting, storing and distributing hazardous materials data. EAA is to develop a standard system for the classification of hazardous materials.

Many pure chemicals are classified by the Department of Transportation (DOT) and there are numerous software programs and packages containing this information. Commercial products (mixtures), however, are far more numerous and have not been classified according to any one scheme. This is currently being done in California only by the City and County of San Francisco.

A significant need exists for a standardized method of classifying hazardous materials. Emergency response personnel need a way to quickly identify the hazards of materials involved in incidents. Businesses need to identify principal hazards of products to facilitate safe storage at their sites ("like with like"). People want to know what the hazards are from the materials and facilities located in their communities. In addition to emergency response, governmental agencies also need this information for analysis, risk assessment, risk communication, and planning.

All community "right-to-know" legislation emphasizes data collection, but data characterization varies widely among regulations and between jurisdictions. For example: Title III (SARA) classifies products into five (5) categories, which is a consolidation of over twenty hazard definitions from OSHA's "Hazard Communication Standard"; some states require use of the DOT shipping number; some counties require submission of MSDS's; some regulations require listing the CAS # of all chemical components; etc. Without a method for characterizing the hazards, information submitted in these forms often cannot be used.

Additionally, businesses are often required to characterize the hazards of the materials in their inventories. Unfortunately, often none but the largest of these businesses have the technical capability or the resources to do so correctly.

A driving force for San Francisco to implement this hazard classification system was the need to supply accurate information to its own firefighters and HAZMAT team. Another reason was to develop the ability to analyze incoming data so it could be utilized to fulfill the intent of the law - to protect public health, the community, and the environment. Finally, the task was taken up because no other governmental agency had done it.

(continued)



AD 1728 (CONT.)

Now that EAA has been charged with developing a hazard classification system, HMPP staff must monitor that development closely and provide input wherever possible. HMPP will propose that the S.F. system, which is based on the consolidation of existing regulatory classification frameworks, be adopted rather than EAA attempting to invent a new one. As this system will be mandated, (positive) HMPP involvement will be essential at a minimum in order to protect the significant investment already made by the City. As previously discussed under Inspections/Permitting, this system is an integral part of the HMPP permitting process.

### Staffing Needs

At least 1 FTE (or equivalent) is required:

- 1 - 6138 Industrial Hygienist

As indicated above, this would be the equivalent of one full-time employee. The Industrial Hygienist position is proposed here as the development of the Standard Products Table, Hazard Classification System, and related support projects were primarily a result of HMPP IH efforts. The majority of technical work is already addressed under Inspections/Permitting (SPT - 6137 and 6138 descriptions). Additional technical support will be required, but the majority of HMPP staff time will be expended on interface activities with other regulatory agencies and private sector businesses. Extensive lobbying will be necessary with EAA and many administering agencies (presently numbering 123 in California). This has been previously done to varying degrees by the Program Manager, MIS Project Director, IH's, and several Sr. EHI's and should continue.





## OTHER HMPP COMPONENTS

The previously described components were some of the major issues and tasks HMPP must address. There are numerous other activities effecting HMPP - some peripheral requiring oversight and coordination, others requiring direct involvement of HMPP staff. All result in significant expenditures of time. For example:

### Business/Community Outreach Programs

Outreach programs are essential components necessary for successful implementation of the HMPDO, and for all subsequent and ongoing HMPP activities. These elements are the heart of all community right-to-know legislation, and their full development and continuation are imperative. To date, HMPP staff have conducted several workshops for businesses, including: industry-specific "how-to" compliance workshops; introduction/overview of regulatory requirements seminars; and introductory meetings with neighborhood and environmental organizations. Workshops will become more comprehensive, particularly as additional information is collected and processed by HMPP. Workshops and seminars will be conducted on a monthly basis, or more often as necessary. Future meetings with neighborhood groups will also focus on risk communication issues regarding what is stored and used locally, associated hazards, concerns regarding specific hazardous materials/toxics issues, etc.

In addition to the workshops and seminars, another important area of involvement would be in the development of materials for the media (both broadcast and print). Media work will have a significant impact and play a supportive role to the public meetings.

### Staffing Needs

At least 1 FTE (or equivalent) is required, and this figure may be too low:

- 1 - 6122 Senior Environmental Health Inspector

As indicated above, this would be the equivalent of one full-time employee. In addition to actually conducting the seminars and workshops, significant time expenditures are also required to arrange and prepare for these meetings. Identification and followup contacts of effected or interested businesses is necessary, and much research is required to prepare industry-specific materials for presentation. Two or three staff members usually spend 2 - 3 days each in preparation for these meetings.

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Attendance at each HMPP workshop has been between 15 - 30 businesses, with two staff members participating. For workshops with greater than 25 businesses, three staff members are usually required to facilitate interaction and provide more effective training and exchange of information. Time expenditures will increase significantly as HMPP moves into the area of risk analysis and communication.

Development of materials for the media will also require substantial involvement of HMPP staff. Extensive interface with members of the Hazardous Materials Advisory Committee (HMAC), the DPH Public Information Officer, environmental and business reporters, and many others will be necessary to produce effective press packets, PSA's, articles, etc. Research should be done on the cost-effectiveness (business benefits) of these programs, insurance issues (risk reduction/accident prevention), liability concerns, "near-misses", etc.

### City facility HazMat permitting

The majority of work in this area is currently being performed by other Toxics personnel, with HMPP oversight. Despite a lack of funding from other City departments (HMPP operations are mandated to be 100% fee-supported), HMPP personnel were involved in several areas and activities. A significant amount of work has already been done in regards to permitting issues (prioritizing and targeting of sites, ensuring departments adequately budget for permits in FY 1990-91, inspections, consultations, etc.), but much more is required.

HMPP involvement in these efforts has been equivalent to at least 1 FTE. Currently, at least four HMPP staff members (Program Manager, 2 IH's, 1 Sr. EHI) have been involved at various times and to various extents. In the future, City departments should have funding available, and activities in this area should officially be incorporated into HMPP operations.

### Staffing Needs

Several FTE's will be required for full implementation of inspections and permitting of city departments. Please refer to the estimates outlined in "City Departments' Preparedness for Hazardous Materials Emergencies: A Status Report" prepared by Carol Piccione (Planning and Support Services).

As indicated above, current efforts have involved the equivalent of at least 1 FTE. It is most likely that this would continue, as involvement of several HMPP staff (Program Manager, MIS, IH's, etc.) would be required on an ongoing basis. Frequent interface with upper management representatives of city departments would necessitate designation of senior-level staff from HMPP.

1 - 6122 Senior Environmental Health Inspector



## City Underground Tank Program

This program has oversight responsibility for all monitoring and modifications of city-owned underground storage tanks (UST's). The primary focus will be the implementation of proper monitoring alternatives for all tanks remaining in service. This is a new responsibility for DPH, as the program was previously administered by the Department of Public Works. Under DPW, all city-owned tanks were identified and designated for retention or modification (removal or closure-in-place). Tank monitoring was also initiated. DPH has now been given the responsibility for administering this program.

As the majority of all removals and closures of city tanks were completed under DPW, the major emphasis under DPH will be in the area of testing and ongoing monitoring. Contract oversight (for all tank tests) will also be involved. This is currently being handled by other Toxics personnel, with HMPP involvement to ensure consistency with private sector enforcement efforts. The requirements are the same (similar situation as permitting) and these activities could also officially be incorporated into HMPP operations.

**NOTE:** While perhaps desirable from an operational perspective to maintain consistency, inclusion of City facility-related hazardous materials programs within HMPP is not imperative. It should be emphasized that even if not administered by HMPP, the time demands on this program would still be equivalent to **1 FTE** in each area.

### Staffing Needs

At least **1 FTE** is required, and this may be too low:

1 - 6122 Senior Environmental Health Inspector

Senior-level staff has been designated due to extensive coordination efforts necessary (including interface with other departmental managers and regulatory agencies) and contracts management. Minimum scope of work would extend to testing and monitoring of 140 tanks at 64 sites. The indication, noted above, that one FTE may not be enough has been made in consideration of contamination and cleanup issues. In the event that unauthorized releases have occurred, the oversight of remediation activities will require several additional personnel. The staffing indicated under AB 1030/SB 299 reflect needs for involvement with private sites only.





## Regulations development

The ability to adequately address this area has been an ongoing need since responsibility for enforcement of HMPDO was transferred to DPH in 1986. Originally, at least 20 sets of regulations necessary to be developed were identified. Due to staffing limitations and other program priorities, only six (6) have been developed to date. In addition, these were in regards to UST's and must now be revised due to legislative changes and new regulations. This is compounded by the substantial increase in legislation which has been enacted over the past three years. Our experience over the same time period has also resulted in identification of additional regulations needed (fluctuating inventories, small volume EHS/AHS handlers, etc.). All of which are necessary for effective and consistent implementation and enforcement.

### Staffing Needs

At least .5 FTE is required:

1 - 6122 Senior Environmental Health Inspector

Senior-level staff has been designated due to the complexity of problems to be addressed and extensive interface required with representatives of other agencies (City Attorney, District Attorney, Fire Department, etc.). These tasks also require a thorough understanding of the program, regulatory framework, city operations and procedures, etc. to an extent which entry-level (6120) staff would not be expected to have.

### City compliance: other legislation

All of the requirements which private sector businesses must meet equally apply to City facilities and operations. Title III reporting, RMPP's, as well as Air Toxics (emissions inventories, "hot spots", state-of-the-art detection device requirements, etc.) and Water Quality issues must be addressed. While some of these issues are more appropriately handled by other Toxics and Safety Services personnel, many will be done by HMPP staff as the need/crisis arises due to staffing limitations of other TSS programs (previously mentioned).

### Staffing Needs

At least 1 FTE is required, and this figure may be too low:

1 - 6122 Senior Environmental Health Inspector

As before, the extensive interface with upper-management representatives of city departments would necessitate designation of senior-level staff from HMPP.



## Area plan revisions/testing

The administering agency (AA) is required by Chapter 6.95 (H&S Code) to develop and implement an Area Plan for response to a chemical emergency. This was originally prepared by HMPP staff in 1986, but has neither been updated nor tested since. Special Projects staff have currently been designated to revise the plan, with HMPP involvement intended. Major revisions to the plan are needed, the additional information necessary to be obtained is significant, and time expenditures will be high. HMPP involvement will be significantly higher than originally intended, in particular because of involvement with the (Region II) LEPC and regional emergency response planning efforts.

Some of the information necessary includes: identification of all acutely hazardous materials facilities; identification of response resource capabilities (equipment, supplies, etc.) and their availability; identification of emergency rooms, their capacities and capabilities; response and command procedures; communications network(s); etc. Testing of the plan, which is required on an annual basis, involves a substantial effort to coordinate activities with various agencies, both local and state, and private sector representatives.

### Staffing Needs

At least 1 FTE is required:

1 - 6138 Industrial Hygienist

In addition to the extensive interface necessary, this position will also require knowledge (and preferably, experience) with emergency operations, incident command system, corresponding regulatory requirements, etc. Senior-level staff, at a minimum, should be involved. The IH position has been designated because of the additional need for familiarity with safety and health issues pertaining to emergency response operations.

### Fire Department training

Often overlooked in determining staffing needs, this area is of extreme importance and is necessary to ensure an adequate level of emergency response support capability. This involves use of the computer (MIS) and interpretation of information for the support of emergency response activities. This would involve most Fire Department personnel, particularly dispatch, administration, incident commanders, and the F.D. HazMat Team.

The emergency response portion of the HMPP data base has not yet been "turned on" (refer to 6137 - Assistant IH description). However, the additional staff to complete implementation of this component of the data base will make this possible in a relatively short time.

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Training must be intensive and conducted on a regular basis. This will be a new system, and all the corresponding problems with implementing new procedures, changes habits, anxieties over using new equipment, etc. must be taken into account. Training should begin even before the system is made fully operational.

As with all proper emergency response training, this would have to be an ongoing activity, particularly as needs (and the system) change. Initial time expenditures would be high (more than 1 FTE required), but should level off after the first round of training.

### Staffing Needs

At least .5 FTE is required:

1 - 6122 Senior Environmental Health Inspector

This position will have extensive dealing with representatives of upper management within the Fire Department. This individual should also have extremely detailed knowledge of the system, its use, and emergency response operations and needs. Emergency response experience would also be desirable. As such, senior-level staff have been designated for this position. Obviously, initial needs will be much higher. Other TSS personnel could possibly be utilized, but this figure has been presented to reflect anticipated future reductions in time expenditures and to be consistent with all other projections of staffing needs.

### Consolidation with HazWaste Generator Inspections (MOU)

Consolidation with hazardous waste generator inspections is necessary, since the majority of facilities inspected for compliance with hazardous waste laws will be the same as those already (or who will soon be) checked by HMPP. Establishment and conduction of cross-training for HMPP and Toxics staff, development of forms, procedures, etc. and MIS interface will all require a significant expenditure of staff time.

How this program will be administered and staffed (HazWaste, HMPP, or a combination of the two) is yet to be determined. Other issues such as source reduction, waste minimization, infectious waste, etc. will also be factors in increasing the workload and corresponding time expenditures. HMPP involvement will be significant no matter what.

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### Staffing Needs

At least 3 FTE are required, and this figure may be too low:

- 1 - 6122 Senior Environmental Health Inspector
- 2 - 6120 Environmental Health Inspectors

A senior-level position (preferably with experience in both programs) is necessary to provide effective coordination and direction to staff of both HazWaste and HMPP. This individual will have responsibility for consolidation efforts and implementation of the specific tasks mentioned above, as well as supervisory duties. In addition, these positions will provide the training regarding HMPP requirements for all designated HazWaste program personnel as well as facilitate reciprocal training of HMPP staff in hazardous waste regulations.

These positions will provide the core and, most likely, the majority of staff dedicated for this purpose. Staffing of the HazWaste program has not been designated for an increase in the coming year. With many new programs being put into place, it is unlikely that existing HazWaste staff will be able to provide full-time efforts towards this issue, and the bulk of this responsibility will most likely pass to HMPP.

### MIS implementation and maintenance

In the face of continuing demands on program resources, this component is of extreme importance to HMPP operations, and its continued success is critical to the successful operation of the majority of TSS programs. Fortunately, an integrated system was planned for and many start-up costs and other expenditures have been minimized. However, all of the necessary changes and new legislation could not have been predicted three years ago and consequently, resources must continually be diverted to address these issues to ensure continued smooth operations.

Design Group 1 of the Toxics MIS primarily involves hazardous materials inspections/permitting and the support of emergency response, and forms the foundation for the rest of the system and subsequent Design Groups. Design Group 1 is complete, but changes and enhancements have become necessary because of new legislation and program needs (ongoing support activities). To date, greater than 150 service requests (design, programming and/or system changes, report formats, screen changes, edits, etc.) have been generated. 110 have been acted on, with 40 pending. Many more will be produced to support Design Group 1.



Whereas previous changes impacted relatively few programs, changes today effect numerous programs and screens (currently numbering 50) because of the integrated nature of the system. All impacted programs must be tested (unit, then system tests) before migration into production. While this complexity necessitates additional care and labor to implement changes, it should be emphasized that it is this very same (internal) complexity which accounts for the system's relative simplicity of use, and its ability to accomodate and incorporate new requirements without major disruptions.

Design Groups 2-4 also involve HMPP operations (major involvement with Design Group 3), and will also require enhancements to the original design concepts. HMPP time expenditures have been significant to date, equivalent to 2 FTE. This is not expected to change and may, in fact, be higher as the scope of HMPP and TSS operations expand. To ensure continuity, HMPP staff will most likely be involved with other Toxics MIS operations. At the very least, several HMPP staff must be involved with the system to ensure operations consistency and stability.

### Staffing Needs

At least 2 FTE are required, and this figure may be too low:

- 1 - 6122 Senior Environmental Health Inspector
- 1 - 6120 Environmental Health Inspector

Currently, these positions have extensive interface with representatives of the Controller's Information Services Division (ISD), Data Base Group, and DPH-MIS. Future involvement will be with representatives of other city departments, regulatory agencies (in and out-of-state), consulting firms, and business and community interests. Training of other TSS staff will be necessary for adequate development of their respective programs' MIS component. Involvement with the Fire Department is essential, and training of other city staff may also be necessary. Interface with the state EAA (pursuant to AB 1728 needs) will be significant. This level of involvement will ultimately require a higher-level position (most likely a 6124 - Principal Inspector) but has been conservatively designated as a senior EHI position.

The intention behind designating an additional staff person for this component was to provide back-up capability. However, the current level of work to be done easily requires 2x the present staff. Loss of one, and certainly both, for any length of time could result in serious developmental, operational, or maintenance problems. For this reason alone, the figure of 2 FTE's is probably too low. Stability of operations in this area is critical to not only HMPP, but all of TSS. Future reductions of time expenditures will not take place for at least eight (8) years. This is a conservative estimate, and takes into account development and implementation to date, in consideration that 4 (and possibly 6) design groups will be produced. Also, this reflects only areas of currently known requirements.

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Using recently developed system capabilities to generate specific types of reports has significantly enhanced HMPP operations and increased productivity. Without these, progress would still have continued but at a much slower rate. This development, however, could have (and should have) been done much sooner but staffing limitations for both HMPP and ISD's MIS Project Team precluded this. The point to be made here is that much, much more progress could have been made over the years but for this lack of personnel. This underscores the need and importance for addressing this area if existing and future programs are to be adequately developed, implemented, and operated efficiently.



## OTHER LEGISLATION

There are several other laws and regulations impacting HMPP and which will definitely require involvement of program personnel. The extent of involvement in a number of areas is yet to be determined, and reasonably accurate projections are not possible at this time. For this reason, these issues were not included in the preceding sections. However, it must be emphasized that HMPP will be involved and, in some areas, significant time expenditures may be necessary. For that matter, when considering current staffing limitations any involvement in programs or activities outside of those previously mentioned is significant.

### Other Legislation (and subject matter):

- SB 245 - Property Disclosure
- SB 14 - Hazardous Waste Reduction
- AB 2152 - UST Test Certifications
- AB 1430 - Hazardous Materials Use Reduction
- AB 1413 - UST Integrity Test License
- AB 2490 - Hazardous Materials Consultation Services
- AB 2948 - Hazardous Waste Management Plans
- AB 1641 - Biomedical Waste



## COMPONENTS TO BE DEVELOPED

In addition to the issues described in the preceding pages, there are several others which must also be addressed by HMPP. These represent what is currently known. Based on HMPP experience to date, it is certain that additional issues will arise. Staffing limitations and the corresponding need to continually shift program priorities and existing resources have not allowed HMPP to become involved with any of the following:

- State facilities (exclusive of UCSF)
- Federal facilities
- Construction sites - temporary storage
- Self-storage warehouses
- Fluctuating inventories
- Transportation
- Monitoring wells





## RAMIFICATIONS

Unless staffing problems are addressed as previously discussed, HMPP will be unable to adequately implement (and in some cases, develop) program components. This may have significant, negative consequences including, but not limited to, the following:

### AB 3777

- Increased potential for release of AHM's
  - Community concerns/opposition (particularly re UCSF)
  - City liability (public and worker exposures/injuries)

### AB 3205

- Adverse cost impacts on businesses
  - Construction (delays to issuance of building permits)
  - Operations (delays to approval of occupancy certificates)
- Permits/certificates issued without approval
  - Community concerns (potential exposures)
  - City liability

### AB 1728

- Development of different, mandated hazard classification system by the State
  - Major cost increases to City (re-design of existing system and re-training of FD and DPH personnel)
  - Major loss of investment to-date into current system

### AB 2132

- Delayed development, or lack of, the mandated AHM ranking system
  - Decreased cost-effectiveness of inspections and related activities (unable to prioritize)
  - Significant delays to development of RMPP criteria
  - Significant decrease in quality of service provided (hazard recognition, disclosure, risk commun., etc.)
  - City liability
  - Inequitable enforcement

### UST's

- Further delays/lack of cleanup at contaminated sites
  - Community concerns (e.g. Kaiser)
  - City liability (due to inaction and from own sites)



## PROGRAM RESOURCE NEEDS

The preceding pages detailed HMPP staffing needs only. The following will describe the program's additional resource needs. Existing resources are not adequate to meet current HMPP operational needs. Any increase in staffing must be accompanied by a corresponding increase of operational resources.

To facilitate preparation of this report, and to illustrate how and when resource needs are indicated or requested, the original format of the HMPP budget proposal has been retained. Figures have been adjusted to give the reader a sense of the nature and scope of operational resource needs, though they may have been significantly underestimated. Costs have been summarized in Table I at the end of this report.



## OBJECT 001 - PERMANENT SALARIES

Amount: 5,607,875

This figure represents the funding required for the positions HMPP needs to adequately address all of the areas in which it has responsibility. These positions have been summarized in Table II at the end of this report. A comparison with FY 1989-90 staffing levels is also included in the table. Salaries are based on the FY 1989-90 Salary Standardization Ordinance (top step for each classification). The Fire Safety II Inspectors are not included in this figure (see Object 301 - Work Order, Fire Department). Program needs and justifications for each position have been detailed in the preceding pages, where each HMPP component and/or specific area of responsibility was presented separately.

## OBJECT 010 - OVERTIME

Amount: \$62,605

This figure is based on the approved FY 1989-90 HMPP funding (\$12,521) times a factor of five (5). Even with the requested staffing levels, the need to work overtime will not be eliminated. The majority of work performed to date as overtime has been in areas (procedural development, business/community workshops, etc.) in which the lack of adequate staff has had little effect.

The requested staffing level will actually result in an increase in overtime, as the need to develop and implement various program components and procedures in a timely manner will be more imperative. The current staffing level allows some flexibility in regards to the timing issue. With a much larger staff, however, the need for complete and timely standardization is absolutely necessary.

Business workshops, all of which are conducted in the evenings, will be offered by HMPP on a regular basis (once a month or more often as requested). In addition, greater involvement with community and neighborhood groups will take place, and these meetings are also held during non-working hours.

Over the past several years, Toxics and Safety Services (TSS) has consistently run out of funds to cover costs of overtime activities. The amount requested attempts to take this into consideration, as well as current and projected workload.





#### OBJECT 020 - TEMPORARY SALARIES

Amount: \$ 11,219

This figure is the same as contained in the FY 89-90 budget. In this and previous years some of the funds had been used to hire interns to provide assistance with standard products creation, data entry and administrative support. As previously described (re 6137 positions), this is not as beneficial as backlogs of work needing review are created. This figure was simply maintained from last year and could be deleted.

#### OBJECT 060 - MANDATORY FRINGES

Amount: \$ 1,514,125

This figure was calculated at the rate of 27% of each base salary, for all positions except the 6281 - Fire Safety Inspectors (II).

#### OBJECT 100 - PROFESSIONAL SERVICES

Amount: \$ 300,000

This figure represents a contract amount which would be utilized for independent third-party review of Risk Management Prevention Programs (RMPP's) prepared pursuant to Chapter 6.95 (California Health & Safety Code). Previous and current Assembly Bills (3777, 3205, 790, etc.) require businesses which store above specific amounts of certain hazardous materials to prepare RMPP's. AB 3205 also ties the Building Department and the issuance of building permits (approximately 23,000 per year) and certificates of final occupancy into this process. The identification and location of schools are also to be considered. Different requirements apply depending on when the business began operating (prior to or after January 1, 1988). The Health Department is the administering agency and these activities are currently being incorporated into HMPP activities.

As previously indicated, RMPP's are extremely complex documents. The capability to adequately review these documents does not exist within the Health Department, let alone HMPP. The contract would also call for training of HMPP staff in order to eventually develop this capability within the City and eliminate the need for continual funding. This coincides with the personnel request for a Process/Chemical Engineer, as well.

(continued)



## OBJECT 100 (continued)

It should be noted that very few RMPP's have been prepared and reviewed to date. Based on discussions with four environmental consulting firms with experience in this area (Radian Corporation, Battelle, Tenera Environmental Services, and ERC Environmental and Energy Services Co.) a probable range of \$10,000 - \$30,000 was found to be common. This represents 25-33% of the cost of actually preparing an RMPP, the range representing small to complex operations. Each firm cited needs to evaluate and verify data and findings, additional modeling, accident scenarios, training and equipment needs, etc. The amount requested uses the high figure (\$30,000) times ten (10) projected RMPP's to be done in FY 1990-91. The contract would be for two (2) or more companies on an as-needed basis.

These costs could be charged back to businesses. This, however, is not an alternative preferred by HMPP. Further discussion regarding the issue of fees is contained in the Summary/Comment section.

## OBJECT 106 - DP/WP EQUIPMENT MAINTENANCE

Amount: \$ 26,922

This figure reflects costs associated with repairs, service and maintenance of data processing and word processing equipment. The amount in the FY 1989-90 budget was \$3,846 for all of TSS. The equipment covered included 14 work-stations and one PC. The number of work-stations needed to support the requested FY 1990-91 staffing level is approximately seven (7) times the current number. Four (4) laser printers and four (4) IBM terminals would also have to be maintained. The figure above represents a corresponding 7x increase over the FY 1989-90 level.

## OBJECT 109 - OTHER CONTRACTUAL SERVICES

Amount: \$3,847

This figure is the same as contained in the FY 1989-90 budget for all of TSS. Funds are utilized for services such as calibration field tests, equipment repair, copier repair, etc. This figure has been utilized to correspond with the requested HMPP staffing level and the associated increase in equipment (combustible gas meters, photo-ionization units, copy machines, etc.) requiring these services.



## OBJECT 111 - USE OF EMPLOYEE CARS

Amount: \$9,456

These funds are utilized to reimburse staff for use of their own personal vehicles. The funding level approved in the FY 1989-90 HMPP budget was \$2,364. New vehicles have also been requested (see Object 220) but not in sufficient number for all requested field staff. Even if all vehicles are placed in a central pool, a 1:3 ratio of vehicles/field staff will exist and many personnel may still have to utilize their own cars. The figure above represents is four (4) times the FY 1989-90 level. Considering the requested staff level increase, this figure may be too low.

## OBJECT 113 - TRAINING

Amount: \$39,860

This figure represents funding required to provide a minimum of ongoing training for all requested HMPP staff (professional and administrative support). Training courses offered at no charge (Civil Service, State, EPA, etc.) would continue to be utilized. For professional staff (requested level 96) this would allow for at least one (1) course similiar to the U.C. Hazardous Materials Certificate Program courses (average cost \$285) and one other from Environmental/Health & Safety firms (average cost \$100). For administrative support/clerical staff (requested level 29) this would allow for at least one private sector (e.g. Fred Pryor, Keye Associates, etc. - average cost \$100) training session.

Training is extremely important for staff to keep abreast of rapid legislative changes and technological advances in a field which is continually developing. The figure indicated is likely to be underestimated, as a number of staff will need to take mandated training (e.g. health and safety at hazardous waste sites - 24 or 40-hour annual requirements).





## OBJECT 120 - OTHER CURRENT SERVICES

Amount: \$19,245

This figure represents the amount of funding required for services such as postage, subscriptions, REHS registration fees, printing, etc. Postage costs are based on current rates, subscriptions and printing costs are estimates based on previous expenditures and projected volume. General costs are summarized as follows:

<u>Description</u>	<u>Unit Cost</u>	<u>#</u>	<u>Total</u>
Postage - renewal packets	\$ .79	500	\$ 395
Postage - initial packets	\$ 1.47	5,000	\$ 7,350
Postage - notices, letters, etc.	\$ .25	15,000	\$ 3,750
Misc. Subscriptions (Sanborn Realty Index, IH tech. journals, etc.)	varies	varies	\$ 500
Misc. Printing (outreach flyers, tech. reports, etc.)	varies	varies	\$ 500
REHS Registration fees	\$90.00	75	\$ 6,750
TOTAL:			<u>\$19,245</u>



## OBJECT 130 - MATERIALS & SUPPLIES

Amount: \$109,020

This figure represents the funds required for all materials and supplies (non-equipment items) necessary to support operations at the requested staffing levels. The nature of materials covered in this category is so diverse (essentially anything that is not furniture or heavy equipment) that this category is easily the most speculative of all budget line items.

This figure was derived by increasing the amount approved in the HMPP FY 1989-90 budget (\$18,170) by a factor of six (6). Experience confirms that approved levels in prior years (1986-88) have consistently been insufficient. As the requested staffing levels represent a 8x increase, the requested amount for materials and supplies may even be too conservative.

As an example of the wide range of products covered, a sample of materials and supplies costs is as follows:

<u>Item</u>	<u>Unit Cost</u>	<u># Req.</u>	<u>Total</u>
Stapler	\$ 13.95	110	\$ 1,535
Desk Pad	\$ 10.00	110	\$ 1,100
Waste Basket	\$ 9.00	125	\$ 1,125
Tape dispenser	\$ 5.20	110	\$ 572
Fan	\$ 39.95	40	\$ 1,598
Desk Organizer	\$ 14.95	110	\$ 1,645
Copy Machine Cartridge	\$ 200.00	25	\$ 5,000
TOTAL:			<u>\$ 12,575</u>

This represents only a small portion of the materials and supplies necessary. Binders, file folders, film, batteries, light bulbs and literally hundreds of other items would need to be considered. This is in addition to the most common office supplies needed e.g. paper, pens, tape, staples/removers, toner, envelopes, etc. Projected needs can only be extrapolated because of this diversity, and it should be emphasized that this also increases the likelihood that the requested amount is too low.



## OBJECT 146 - RENTAL OF PROPERTY

Amount: \$203,240

This figure represents the projected amount required to rent additional space to support the requested staffing levels (\$180,000) and the amount carried-forward from previous years (\$23,240) to partially fund space occupied at 1380 Howard by BEHS/Consumer Protection personnel.

The \$180,000 figure is an extrapolation of known rental costs for space previously occupied by staff of the City Attorney's Office. This site, located at the southeast corner of Ivy Alley and Van Ness Avenue is currently being offered for rent at the rate of \$12,000 per month. Though two stories, the space available would be insufficient to meet the needs of HMPP staffing at the requested levels. Approximately 25-40% more space would be needed, so the projected rental costs were conservatively estimated at \$15,000 per month.

It should be emphasized that any increase in staffing levels would necessitate the acquisition of additional space, as there is currently an insufficient amount available at 101 Grove to accomodate existing staff. Whether planning for a future merger of the various Toxics programs and/or functions, or simply adding personnel to HMPP, additional space must be acquired.

## OBJECT 220 - EQUIPMENT PURCHASE

Amount: \$ 608,329

This amount represents funds required to meet minimum equipment needs for the staffing levels requested. As any increase in staffing necessitates the securing of additional space, the equipment specified is also that required to operate out of a new facility (no additional space being available at 101 Grove even for minor increases).

It should be emphasized that this figure may be low as all equipment needs may not have been identified (estimate for 2 copy machines @ \$10,000 included) and all installation/service costs may not have been covered.

All vehicles have been placed in a pool for HMPP staff use in the conduction of inspections and other field activities. The current pool consists of 3.5 vehicles for a field staff of twelve. This has not been adequate and has not resulted in more serious problems only because of vacancies, leaves, and the large volume of administrative time required. This will not be the case with continuing automation of HMPP functions, additional clerical and data entry support, and an increased number of field inspectional staff.

(continued)





OBJECT 220 (continued)

The need for vehicles has been discussed and presented previously on numerous occasions. Public transportation has limitations on the amount of time required to get to and from facilities (businesses are charged for field time), equipment cannot be transported, all areas not accessible, etc. At a minimum, a ratio of at least one (1) vehicle for every three (3) field personnel should be attained. This would mean 28 vehicles is the minimum number for HMPP to be able to function properly. The average cost for a mid-size car is approximately \$15,000. A summary of general equipment costs is as follows:

<u>Item</u>	<u>Unit Cost</u>	<u># Req.</u>	<u>Total</u>
Vehicles (mid-size)	\$15,000.00	25	\$ 375,000
Desk	\$ 499.00	125	\$ 62,375
Chair	\$ 359.00	200	\$ 71,800
Computer/work-station stands	\$ 149.95	80	\$ 11,996
Office Panels/partitions (72x60)	\$ 100.95	100	\$ 10,095
File Cabinets (5-drawer)	\$ 223.50	125	\$ 27,938
Book Shelves (4-shelves)	\$ 167.00	40	\$ 6,680
Desk Organizers/shelves	\$ 172.95	110	\$ 19,025
Two-tier Book Racks	\$ 91.95	110	\$ 10,115
Lamps	\$ 27.95	110	\$ 3,075
Typewriters (IBM Selectric 6)	\$ 700.15	11	\$ 7,702
Typewriter Stands	\$ 148.00	11	\$ 1,628
TOTAL:			<u>\$ 608,329</u>



## OBJECT 231 - EQUIPMENT DP/WP

Amount: \$ 504,325

This figure is a low estimate for the purchase of new data processing/ computer equipment for HMPP. It covers the most basic needs of the program, and does not allow for the preferred ratio of 1 work-station per staff member. It does, however, provide for a slightly better availability of work-stations than currently exists (1 WS/3 staff). Staff frequently must wait long periods of time (up to 2 hours) to use a work-station and with a greatly increased volume of work this situation would be unacceptable. This is also important because the possibility of using other DPH work-stations, as we may sometimes do at 101 Grove, will not be available at another location.

We have been advised that it is possible to have more than one work-station connected by a phone/data line. However, as the number of connections increases, the system response time decreases. DPH-MIS staff at 1380 Howard have 4 WS/line and have informed us that the response time is extremely slow. This would not be acceptable considering the need to support emergency response and the large volume of work. 3 printers should be the minimum number in order to maximize work flow and minimize maintenance costs and down time (reference service history and over-use of printer #15 at 101 Grove).

**CAMEO II** (Computer Aided Management of Emergency Operations) - would be a viable supplement to the Toxics/Hazardous Materials MIS. It would be available for immediate use, which is of particular importance considering the schedule for implementing the remaining Design Groups 2 through 4 and new MIS requirements (Hazardous Waste MOU, Occupational Safety & Health, Asbestos, etc.). It should be emphasized that this is not intended (or capable) to be used in lieu of the Toxics MIS. Rather, it would provide valuable interim uses until the respective Design Groups are developed and implemented (in addition to continuing use beyond implementation). For example:

- 1) Information Data Sheets - on 2,629 chemicals (supposedly 90% of what has historically been spilled) would be available to emergency responders/HAZMAT van personnel. This would not be available until Design Group 5, which has been temporarily placed on hold and has not been funded.
- 2) Mapping Capacity - Maps can be electronically transferred, optically scanned, or drawn from scratch. Great flexibility allows user to establish new fields and symbols. Areas of interest can be reduced or enlarged. This would be extremely valuable to support emergency response. In addition to facility maps, maps of the City showing locations of schools, nursing homes, etc. could also be stored. This would be important for AB 3205 requirements, RMPP evaluations, HazOp studies, etc. The Toxics MIS does not have (current or planned) this capability.
- 3) MSDS Information - Basic identity fields are established, with an open, scrollable field with a capacity of 16 pages. This would supplement the information in #1, above. As previously mentioned, this is part of Design Group 5 (on hold and not funded).

(continued)



## OBJECT 231 (continued)

- 4) Vulnerability Risk Scenarios - can be created using stored maps and Tier 2 information (Title III) in order to envision the effect of a potential release on the surrounding community. This could be used as part of the criteria for determining which facilities must prepare an RMPP. Also would be used in communicating risk in outreach efforts to neighborhood/community/environmental groups. This would apply to not only private sector businesses but to our own City facilities. The Toxics MIS does not have (current or planned) this capability.
- 5) Right-to-Know Requests - This part of the system stores name, address, type of information requested, action taken and comments for all community requests. This would assist in fulfilling public disclosure requirements. This is part of Design Group 3 (Ad Hoc Reporting).
- 6) Others - Many other uses including: Air modeling - projecting dispersion of releases would assist emergency response (Toxics MIS not capable of this); Title III information - Tier 2 information could be readily stored; City must comply as well (requires enhancements to Design Group 1 - on hold in favor of other priorities).

The laser-disc reader (CD-ROM Drive Unit) - is needed to receive, read and store Material Safety Data Sheets from large companies, such as chemical manufacturers. These MSDS's can be provided to us by laboratories and hospitals on laser discs rather than paper. This would save space, facilitate retrieval, and ensure permanence of the information where paper would deteriorate over time. As an example, UCSF potentially uses all of the products of one chemical supplier, and has requested to submit their MSDS's on laser disc. The supplier has 24,000 products, and the MSDS's are on laser disc indexed by name and product number. If we took this information in paper form, we would need 6 filing cabinets to store them, and be faced with the job of indexing and filing. MSDS's could easily be misplaced. It would take one person at least several weeks to put the paper system in place. The salary cost alone would exceed the cost of the unit within this time.

A document-image processing system (e.g. FileNet) - is recommended to efficiently process the massive amount of information and paper coming into the HMPP. Scanning in, storing and retrieving documents in a computer will greatly reduce the time spent searching for files, checking facility status, and researching information requested.

For example, given approximately twenty pages of documentation per business file, and assuming twenty inspectors doing two inspections per day: 800 transactions may occur each day, with 208,000 pieces of paper being processed each year.

Another example (from a different perspective) would be to use the total number of projected business files of 11,000, and assuming annual inspections of each business: an estimated 220,000 documents will be processed annually. The sheer volume of information will make retrieval time high and storage difficult. Locating entire files is a recurring problem which would be solved with computer storage of documents.

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The information on the documents can be tied into the word-processing and data-management system currently in production to facilitate searching and retrieval. Linking the system to other City Departments, as is currently being discussed, will allow rapid (and additional) transactions, greatly enhance operating efficiency and ultimately provide better service to the public.

The amount requested does not include the previously approved funds for hand-held computers. This was approved and carried-forward for two years, but did not appear in the HMPP FY 89-90 budget. The current status of this project is not known. The previously approved funds were in the amount of \$22,180.

The figures used (except CAMEO and FileNet) are from current information provided by DPH-MIS and ISD. However, all equipment needs may not have been identified and all installation and/or connection costs may not have been covered. For these reasons alone it is felt that the requested amount may be low. A summary of these costs is as follows:

<u>Item</u>	<u>Unit Cost</u>	<u># Req.</u>	<u>Total</u>
Work-stations; WANG #4230	\$ 1,995	80	\$ 159,600
Large laser printer; LIS 24	\$ 30,000	1	\$ 30,000
Small laser printer; LP 58	\$ 3,995	3	\$ 11,985
One-time installation charge per phone line (PacBell)	\$ 750	84*	\$ 63,000
Monthly charge per phone line	\$ 70	84*	(5,880)
Annual charge for all lines			\$ 70,560
Modems Pairs; 9600 Baud (monthly)	\$ 300	3	(900)
Annual charge			\$ 10,800
Remote Ports Controller	\$ 7,000	1	\$ 7,000
Mainframe connection	\$ 3,300	1	\$ 3,300
Installation charge (NCC est.)	\$ 1,180	1	\$ 1,180
CAMEO hardware/software package	\$ 5,000	1	\$ 5,000
Laser Disc Reader: CD-ROM Drive Unit w/MS-DOS operating software	\$ 900	1	\$ 900
Document-Image Processing System, e.g. FileNet: Scanner, Printer, Combined Server, Image Terminal, OSAR-48 Optical Storage & Retrieval Library	\$141,000	1	\$ 141,000

TOTAL:

\$ 504,325

\* = includes 4 IBM terminals for direct access to the mainframe, already approved in the FY 89-90 budget.



#### OBJECT 301 - W/O FIRE DEPARTMENT

Amount: \$ 291,400

This figure is based on the salary and mandatory fringe benefits for five (5) Fire Safety Inspector II positions. Base salary for this position is \$ 45,890 with mandatory fringe benefits of \$ 12,390 (27%) for a total of \$ 58,280 per position.

The current ratio of Health Department to Fire Department field staff is 1:6. This ratio is actually 1:12 but has not become a major problem because of assignments and responsibilities for the other HMPP which have minimized their field work. Also, referrals have on occasion been handled by other Bureau of Fire Prevention personnel. However, this cannot be expected to be maintained as HMPP activities become more and more automated and additional field, clerical and data entry support staff become available. The above staffing level request for Fire Safety Inspectors (II) retains the 1:12 ratio but, in fact, may be too low.

#### OBJECT 310 - W/O CENTRAL SHOPS

Amount: \$ 31,660

This figure is based on the FY 1989-90 amount budgeted for HMPP (\$ 3,166). This is for service and maintenance of vehicles, and the figure requested takes into account the 10x increase in HMPP vehicles (see Equipment Purchase, Object 220).

#### OBJECT 316 - W/O CENTRAL SHOPS - FUEL

Amount: \$ 10,940

This figure, as in Object 310 above, represents the corresponding 10x increase in HMPP vehicles over the FY 1989-90 budget levels (\$1,094).

#### OBJECT 340 - W/O CONTROLLER - DP

Amount: \$ 200,790

This figure is based on the approved FY 1989-90 funding level and has simply been carried-forward for purposes of this request. This amount is used to fund positions for the MIS Project Team, staffed by ISD personnel. Positions covered are (2) 1874 - Senior Programmer/Analysts and (1) 1866 - Project Manager. The contract staff funding was previously covered under other Toxics Division Program budgets. It is imperative that contract funds again be available to ensure completion of vital service requests, timely implementation of design groups, and a successful transition of project operations and oversight to city staff.



#### OBJECT 350 - W/O REPRODUCTION

Amount: \$49,980

This figure is based on the approved FY 1989-90 HMPP funding level (\$9,996) times a factor of five (5). HMPP reproduction needs have always been high, and would further increase with the requested staffing levels. As an example, the 11,000+ businesses would be sent application packets for initial and renewal permits (@ 30+ pages; 330,000 copies). Regulations developed, major reports, education/outreach materials, etc. would also add to this volume.

In previous years, HMPP funding levels for reproduction have been insufficient as funds have been exhausted before the fourth quarter of the fiscal year. The 5x increase should take this into account as well as the projected increase in volume, but may actually be too low.

#### OBJECT 389 - W/O MISC. DEPARTMENTS

Amount: \$3,833

This figure was based on the approved FY 1989-90 HMPP funding level, and has simply been carried-forward for purposes of this request.





## SUMMARY/COMMENT

As indicated in the Introduction, this report was originally prepared in response to a request from the Hazardous Materials Advisory Committee (HMAC) for a detailed accounting of all HMPP responsibilities and needs. Concerned with continuing delays to full implementation of the Hazardous Materials Permit and Disclosure Ordinance (HMPDO), the HMAC wished to evaluate current and future implementation schedules. Limited staffing and resources had presented problems and had been a concern of the HMAC and HMPP from the time jurisdiction over the HMPDO was first transferred to the Department of Public Health in July of 1986. This request was significant, for now the exact nature and extent of the problem would also be made exceedingly clear to those other than the HMAC and HMPP personnel.

Additional motivation to produce such a report was the need to address the complacency regarding hazardous materials which appeared to exist throughout various levels of city government. This had become increasingly apparent from discussions with numerous individuals regarding HMPP operations. As the program had, and continued, to make significant progress the feedback received was typically positive. These words of praise and support, while appreciated, were also a cause for concern. The progress made to date had tended to obscure the issues and problems with resources. Most believed that HMPP was doing a good job, and very few (outside of the HMAC) felt that the program was in trouble, let alone in dire need of a substantial increase in resources. This was a clear indication that there were relatively few people were aware of the magnitude and multitude of tasks facing HMPP, or who truly understood the extent of the problem.

Understanding that a comprehensive approach to addressing these issues was required and, despite the realization that the City's current "fiscal crisis" would not result in a favorable response, it was decided to submit this report in the form of a budget proposal. This was deemed to be the most effective way to facilitate understanding of the problem within key public officials, and it was imperative to make this information known. Many of these individuals were in positions that could influence decisions regarding the program - decisions that would determine its direction and, ultimately, its success or failure.

Numerous meetings and discussions regarding this proposal took place. Yet, in actual budget preparations which followed the "established budget criteria", DPH/HMPP was advised that there would be no new funding issues for fiscal year 1990-91. Consequently, the format of the proposal was revised, the content expanded, and the HMPP budget proposal became the current "Statement of Needs".



In describing the nature and extent of these tasks and responsibilities, it should be clear that **the volume of work required to be done far exceeds the capacity of this program to implement.** That an additional \$500,000 was allowed to be budgeted after review is a sign that a level of concern does exist. Political considerations aside, however, it is also a confirmation that the problem is still not clearly understood. It must also be emphasized that this level of funding is simply not adequate for HMPP to address full implementation of the HMPDO, let alone begin to address all of the other tasks for which it is now mandated. An analogy for this situation would be that of throwing a cup of water on a raging fire.

\$500,000 is a substantial amount of money. Yet, when considering what is actually needed and the effect this amount will have towards meeting those needs, the initial significance associated with this level of funding is extremely diminished. Those who do not understand the issues, however, will feel that this amount is sufficient, be resistant to additional considerations, be more disappointed if (unrealistic) expectations are not met, and quite probably will be less supportive in the future. The provision of insufficient funds (which appear to be substantial) is more likely to compound the problem.

HMPP has been allowed increases in staff and resources each year, gradually approaching the current level of 15 personnel with a budget of \$ 1.1 million. It has been accepted (and expected) practice that major increases are not sought except in times of crisis. DPH/HMPP have adhered to this norm for the past four (4) years. Obviously, though, this cannot continue as the number of laws enacted which impact HMPP have increased enormously (see Appendix C). Based on current and projected workloads, it is not an exaggeration to say that **HMPP is in a state of crisis.** Yet this crisis has either not been perceived, or is not being acknowledged.

Time has now become a limiting factor for attempts to successfully resolve these problems, as legislation continues to be enacted and passed on to local agencies. The state and the legislature have been identified as major contributors to this problem through their continual passage of laws, the majority of which place the responsibility for implementation on local jurisdictions.

There will be little, if any, relief from the onslaught of state legislation regulating toxics. Within the City, it has been suggested on several occasions that efforts be made towards seeking a moratorium regarding such legislation. These efforts have, in fact, already been made and have not been successful. Representatives of the Southern California Fire Chiefs Association and several administering agencies have continually lobbied elected officials, to no avail. One of the major figures in the toxics area, Assemblywoman Maxine Waters, has specifically stated that she will neither stop nor delay the introduction of additional bills.



Conveniently, the necessary funds to ensure adequate implementation of these laws do not accompany their passage. It has become routine for every bill to contain the following language:

"No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the local agency has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of services mandated by this act.

Moreover, no reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs which may be incurred by a local agency will be incurred because this act creates a new crime or infraction, changes the definition of a crime or infraction, changes the penalty for a crime or infraction, or eliminates a crime or infraction."

The second paragraph is a clear indication that funding from the state will never accompany any toxics legislation. Every bill, even when addressing similar issues, changes the definition of a crime (or infraction) to some extent. Changing the penalty or creating a new infraction can also be accomplished with relative ease. Through simple manipulation of the language of a law, legislators are assured that passage of their bills will not adversely effect state coffers (and possibly endanger their political careers). Put simply, there appears to be currently little which will deter these individuals from continually introducing these laws, and concern regarding the fiscal impact on local jurisdictions will remain relatively non-existent.

Essentially then, local governments are on their own when it comes to meeting these mandates. As indicated in the first paragraph the state, through its considerable generosity, has granted local agencies the authority to charge fees. This is considered (and usually is) a logical approach to this issue as the identification of problems, and their subsequent regulation, are considered a "cost of doing business". As a result, the notion of fee-supported programs has become as routine as the inclusion of this language in each law. In this City and County, for example, funding is provided with relatively little resistance to mandated programs which are presented as, or shown to be, fee-supported. What is not being taken into consideration, however, is the capacity of the business community to continually absorb these costs.

It should be emphasized that the appropriateness or necessity of fee-supported programs is not being disputed here. But there comes a point in time when the sheer number of these programs which effect an individual business is simply too much. If not now, then certainly this point in time is rapidly approaching.







HMPP experience to date has shown that the majority of businesses have become accustomed to paying for multiple permits and licenses. It is not unusual to find a business which is paying annual fees to the Health Department, Fire Department, Department of Public Works (Industrial Waste), State Toxics, Bay Area Air Quality Management District, and/or several other agencies. Yet each new fee assessed pushes industry closer to a breaking point, and the scientific, ethical or moral justifications for these new programs provide less and less consolation. This has long been a concern of HMPP and was the main reason the "Community Awareness Campaign" was initiated two years ago (documents and plans on file).

We are now faced with the prospect of:

- More environmental/toxics legislation
- Continued lack of funding for local agency implementation
- New and/or increased fees to businesses to cover the costs of implementing mandated programs
- Increasing negative relations and resistance from businesses
- Reduced effectiveness in local enforcement efforts
- Impaired capability to protect public health, safety and the environment
- Continuing/increasing problems related to toxics
- More environmental/toxics legislation

The nature of this "vicious cycle" should be readily apparent. Most cycles, however, can be broken. This is no exception, but it will certainly require significant effort and commitment to accomplish this at the local level. To that end, HMPP has continually attempted to resolve this problem by addressing several of the points above. A few examples:

- ° Combining/consolidating operations and permits to increase effectiveness and minimize costs passed on to businesses
- ° Providing workshops, seminars and consultation services at no charge to assist businesses with compliance efforts
- ° Prioritizing sites and maximizing utility of limited staff to address potential problems with greatest public health and safety significance
- ° Working closely with other administering agencies to lobby elected officials to minimize legislative actions

(continued)



- ° Working closely with regional, state and federal agencies and organizations to consolidate requirements and minimize operational and fiscal impact on industry
- ° Identifying overlapping requirements and working with other departments to eliminate duplicate fees
- ° Designing, developing and implementing programs and components such that start-up costs which are passed on to businesses are minimized
- ° Designing and developing programs and components which can both save the City significant amounts of money (e.g. alternative technology/bioremediation) and serve as potential sources of revenue (e.g. Toxics MIS/Standard Products) to possibly offset costs which might be passed on to businesses

The majority of these actions and operations, however, will only be as successful as the amount of effort which is, or can be, put into them. Not surprisingly, this level of effort is directly related to the availability of resources. Though major progress and accomplishments have been made in these areas by HMPP, the lack of resources has impaired these efforts to such an extent that they have not had a major impact.

\* \* \* \* \*

A few alternatives have been offered which could be utilized in the event that additional resources can not (or will not) be made available. It has been suggested, for example, that DPH look within its own Bureaus and Divisions to "cut fat" and reallocate resources to address this problem. This obviously could be done, and should be done if for no other reason than for the sake of increasing efficiency. All city departments, for that matter, could be given similar directives. Yet all of these are simply "quick fixes" which would primarily provide only short-term relief, and not effectively address this problem. However, increasing the efficiency of city operations is (or should be) one of many parts of a potential long-term solution. As previously indicated, HMPP has already initiated several of these, some of which could have major impact. Alternative technology remediation, for example, has the enormous potential for saving the City hundreds of millions of dollars which otherwise would be expended on hauling and disposal of hazardous wastes. Others, such as the Toxics MIS or the HMPP Standard Products Table are potential sources of (significant) revenue. In regards to the latter, it should be clear that the development of independent, revenue-generating sources has become increasingly necessary, and should be aggressively pursued to reduce or eliminate reliance of departments and programs on the budget process. At the very least, programs such as these would provide considerably more latitude for addressing concerns, and enable the City to effectively deal with problems such as those currently facing HMPP. This issue will be addressed in the Recommendations which follow this section.



In closing, it is hoped that this report has illustrated that HMPP is faced with numerous, interrelated problems - and that a comprehensive approach to resolving these problems is imperative. Short-term solutions will not be effective, and will only serve to delay the inevitable, by extending the time at the end of which all of these efforts must ultimately fail. And in the interim, the public will have been deluded into believing that public health and safety, and the environment, have been adequately protected.

To be sure, HMPP efforts to date have significantly reduced risk and enhanced the quality of hazardous materials operations within the City. However, because of staffing limitations, this has occurred only on a very limited basis. The fact that a major incident involving hazardous materials has not occurred can be attributed somewhat to these efforts. Yet the reality of this situation is more likely that we have been lucky. How long the City is willing to gamble that its luck will hold out must ultimately be a policy decision.

HMPP needs are significant, as is the role that it must assume. As indicated in the needs statement opening this report, a properly staffed program will be equipped to manage present legal requirements and positioned to meet the significant challenges of future legislation. It will be able to administer the environmental laws in a fair and equitable fashion within the business community, and fulfill its mission of protecting the people and the environment.

It should also be noted that HMPP is only one (1) of five (5) major programs within Toxics and Safety Services (TSS). Two of these programs - Asbestos, and Occupational Safety & Health have extremely high visibility and are rapidly growing. All TSS programs are, or soon will be, of major proportions, dealing with highly complex, and continually changing issues. For the purpose of providing a final, different perspective of the scope of the problem which is the subject of this report: it should be emphasized that, HMPP provides the foundation upon which most, if not all, TSS programs will be built.

In light of the details of this report and the discussion within this section, it should be exceedingly clear that this is truly a need - and not just regulatory rhetoric used solely for the purpose of seeking additional funds. And it should be equally clear that this is not only a statement of needs for the Hazardous Materials Permit Program, but for all of the City and County of San Francisco.





## RECOMMENDATIONS



## APPENDICES



Legislation Impacting HMPP

LOCAL

- |          |                                    |
|----------|------------------------------------|
| 1. HMPDO | Business plans, UST's, etc. (CRTK) |
|----------|------------------------------------|

STATE

(Chapter 6.95)

- |            |   |
|------------|---|
| 2. AB 2185 | Business plans (BP's), Area Plan  |
| 3. AB 2187 | BP's, Area Plan, data management system   |
| 4. AB 2189 | BP's, Area Plan, State facilities & universities                                    |
| 5. AB 3205 | BP's, RMPP's, schools; tied to building permits and certificates of final occupancy |
| 6. AB 3777 | RMPP's  |

(UST's)

- |                |   |
|----------------|---|
| 7. AB 1030     | Incorporation of federal UST requirements |
| 8. SB 299      | Financial responsibility, leak clean-up   |
| 9. Chapter 6.7 | All aspects of UST operations             |

(Other)

- |             |   |
|-------------|---|
| 10. AB 790  | AHM's, releases - schools; consultants - EIR's                    |
| 11. AB 854  | Comprehensive reporting - Environmental Affairs Agency (EAA); MIS |
| 12. AB 1081 | Exemptions (NO, O <sub>2</sub> , etc.)                            |
| 13. AB 1728 | Data collection and reporting - EAA                               |
| 14. AB 2132 | AHM risk determination and ranking, RMPP's                        |

FEDERAL

- |                    |                   |
|--------------------|-------------------|
| 15. SARA/Title III | CRTK (all areas)  |
| 16. EPA regs.      | UST's (all areas) |





## APPENDIX B

### Overview of Hazardous Materials Legislation

- AB 2185, AB 2187, AB 2189: State "Community Right-to-Know" (CRTK) laws, similar to HMPDO. Businesses storing hazardous materials above threshold quantities required to submit business plans (inventory, emergency response and training plans, etc.). Also addresses public disclosure, trade secrets and unauthorized releases. AB 2187 adds data management system requirements. AB 2189 expands scope to cover state agencies, including universities, and brings state law into closer accord with federal law.
- AB 3777: Establishes requirements for "Risk Management Prevention Programs" (RMPP's), and applies to businesses storing any of 366 "acutely hazardous" materials above CRTK threshold quantities. Extremely detailed and complex, RMPP's include hazards & operability (HazOp) studies, off-site consequences analyses, dispersion modeling, fault-tree analyses, etc.
- AB 3205: Requires compliance with business plan and/or RMPP requirements before issuance of certificates of final occupancy or issuance of building permits if construction is within 1,000 feet of a school.
- AB 790: Expands on AB 3205, in regards to specified project applications, definitions, and reporting requirements. The administering agency (AA) is to consult with and advise the school district re emissions and releases within 1/4 mile of a school. AA's must also supply hazardous materials information to consultants approving environmental impact reports.
- AB 2132: Modifies AB 3777. The AA is to determine the risk associated with use of acutely hazardous materials, and rank each use of AHM's for relative risk. Regulates amounts  $\geq$  threshold planning quantities (Title III). If required, RMPP's are to consider proximity to residential areas and child-care centers. A prescribed 2-stage ranking procedure is mandated.

(continued)



- Title III (SARA): Federal community right-to-know legislation which is similar to local and state requirements, but with significant differences. Information required and a number of reporting formats are different as well as the agencies involved, and the focus is more in regards to regional chemical emergency response and preparedness.
- EPA-UST regulations, AB 1030 and SB 299: Major revisions to existing underground storage tank laws. AB 1030 brings state law into closer accord with the newer, more comprehensive federal law by incorporating many of the EPA requirements. Areas covered include UST construction, tank upgrades, corrective actions, cost recovery, etc. SB 299 addresses cleanup of leaking underground tank sites and financial responsibility issues.
- AB 1081: Allows exemptions for nitrous oxide and oxygen in offices of doctors, dentists, podiatrists, pharmacists and vets in quantities < 1,000 cu. ft. Also allows exemptions for certain hazardous materials, handlers and consumer products under specified conditions. AA's role largely elective.
- AB 854: Requires the State Environmental Affairs Agency (EAA) to develop a guidance manual as part of a process to streamline data collection and reporting. May result in a single filing date and mandated comprehensive reporting form.
- AB 1728: Requires the State EAA to establish systems and procedures for collecting, storing and distributing hazardous materials data. EAA is to develop a standard system for the classification of hazardous materials. This is currently being done in California only by the City and County of San Francisco.



# APPENDIX C

## HAZARDOUS MATERIALS LEGISLATION IMPACTING HMPP

16								° AB 2189
15								° SB 299
14								° AB 1030
13								° AB 1081
12								° AB 790
11								° AB 3205
10								° EPA-UST
9								° AB 854
8								° AB 2132
7								° AB 1728
6								° AB 3777
5								° SARA TITLE III
4								° AB 2187
3								° AB 2185
2								° STATE-UST
1								° HMPDO

1983    1984    1985    1986    1987    1988    1989    1990



APPENDIX D  
Staffing Needs by Program Component

	Position (class.)	Description	# Req.
Inspections/ Permitting	6140	Program Manager	1
	6124	Principal Inspector	3
	6139	Sr. Industrial Hygst.	2
(89)	6122	Sr. Environ. Hlth. Insp.	6
	6138	Industrial Hygst.	5
	6120	Environ. Hlth. Insp.	32
	6281	Fire Safety Inspector II	5
	6137	Asst. Industrial Hygst.	12
	1446	Secretary II	8
	1720	Data Entry Operator	15
			<u>89</u>
<u>AB 3777</u>	6122	Sr. Env. Hlth. Insp.	2
	6138	Industrial Hygst.	1
(7)	9790	Staff Assistant V	2
	1446	Secretary II	1
	1720	Data Entry Operator	1
			<u>7</u>
<u>AB 3205</u>	6122	Sr. Env. Hlth. Insp.	1
	6120	Environ. Hlth. Insp.	3
(6)	1446	Secretary II	1
	1720	Data Entry Operator	1
			<u>6</u>
<u>UST's</u>	6122	Sr. Env. Hlth. Insp.	1
<u>AB 1030/SB 299</u>	6138	Industrial Hygst.	1
	9790	Staff Assistant V	1
(9)	6120	Environ. Hlth. Insp.	3
	6137	Asst. Indust. Hygst.	1
	1446	Secretary II	1
	1720	Data Entry Operator	1
			<u>9</u>
<u>AB 1728/AB 2132</u>	6138	Industrial Hygst.	1
	6120	Environ. Hlth. Insp.	1
(2)			<u>2</u>
Title III (SARA)	6122	Sr. Env. Hlth. Insp.	1
(1)			
All Other	6122	Sr. Env. Hlth. Insp.	7
	6138	Industrial Hygst.	1
(11)	6120	Env. Hlth. Insp.	3
			<u>11</u>





TABLE I

HMPP BUDGET/REQUEST STATEMENT OF NEED

FISCAL YEAR 1990-91

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
001	Permanent Salaries	\$ 5,607,875
010	Overtime	\$ 62,605
020	Temporary Salaries	\$ 11,219
060	Mandatory Fringes	\$ 1,514,125
100	Professional Services	\$ 300,000
106	DP/WP Equipment Maintenance	\$ 26,922
109	Other Contractual Services	\$ 3,847
111	Use of Employee Cars	\$ 9,456
113	Training	\$ 39,860
120	Other Current Services	\$ 19,245
130	Materials & Supplies	\$ 109,020
146	Rental of Property	\$ 203,240
220	Equipment Purchase	\$ 608,329
231	Equipment DP/WP	\$ 504,325
301	W/O Fire Department	\$ 291,400
307	W/O Tax Collector	\$ 0
310	W/O Central Shops	\$ 31,660
316	W/O Central Shops - Fuel	\$ 10,940
340	W/O Controller - DP	\$ 200,790
350	W/O Reproduction	\$ 49,980
389	W/O Miscellaneous Departments	\$ 3,833
	TOTAL	\$ <u>9,608,671</u>



TABLE II  
 HMPP ~~DEPT REQUEST~~ STATEMENT OF NO JS  
 PERSONNEL COSTS - FY 1990-91

Position (class.)	Description	Base Salary	Mand. Fringe Bnfts. (27%)	Total	# Req.	Total \$
6140	HazMat Program Mgr.	\$ 61,802	\$ 16,687	\$ 78,489	1	\$ 78,489
6124	Principal Insp.	\$ 61,802	\$ 16,687	\$ 78,489	3	\$ 235,467
6139	Sr. Indust. Hygst.	\$ 61,802	\$ 16,687	\$ 78,489	2	\$ 156,978
6122	Sr. Env. Hlth. Insp.	\$ 57,434	\$ 15,507	\$ 72,941	18	\$ 1,312,938
6138	Industrial Hygst.	\$ 56,056	\$ 15,135	\$ 71,191	9	\$ 640,719
6120	Environ. Hlth. Insp.	\$ 53,378	\$ 14,412	\$ 67,790	42	\$ 2,847,180
6281	Fire Safety Insp. II	\$ 45,890	\$ 12,390	\$ 58,280	5	\$ 291,400
6137	Asst. Indust. Hygst.	\$ 42,439	\$ 11,458	\$ 53,897	13	\$ 700,661
1446	Secretary II	\$ 29,666	\$ 8,010	\$ 37,676	11	\$ 414,436
1720	Data Entry Operator	\$ 22,932	\$ 6,192	\$ 29,124	18	\$ 524,232
9790	Staff Assistant V	\$ 55,354	\$ 14,946	\$ 70,300	<u>3</u>	<u>\$ 210,900</u>
					<b>125</b>	<b>\$ 7,413,400</b>

COMPARISON WITH FY 1989-90

Position (class.)	Description	# FY 89-90	# FY 90-91	Diff. ( # )	Diff. ( \$ )
6140	HazMat Program Mgr.	1	1	0	0
6124	Principal Insp.	0	3	+ 3	+ \$ 235,467
6139	Sr. Indust. Hygst.	0	2	+ 2	+ \$ 156,978
6122	Sr. Env. Hlth. Insp.	3	18	+ 15	+ \$ 1,094,115
6138	Industrial Hygst.	2	9	+ 7	+ \$ 498,337
6120	Environ. Hlth. Insp.	5	42	+ 37	+ \$ 2,508,230
6281	Fire Safety Insp. II	1	5	+ 4	+ \$ 233,120
6137	Asst. Indust. Hygst.	0	13	+ 13	+ \$ 700,661
1446	Secretary II	2	11	+ 9	+ \$ 339,084
1720	Data Entry Operator	1	18	+ 17	+ \$ 495,108
9790	Staff Asst. V	<u>0</u>	<u>3</u>	<u>+ 3</u>	<u>+ \$ 210,900</u>
		<b>15</b>	<b>89</b>	<b>+110</b>	<b>+ \$ 6,472,000</b>



		(N)	(N)	(N)	(N)	(N)	(N)	(N)	(N)	(N)	(N)	(N)	(N)	(N)	TITLE III
REQUIREMENTS	HMPDO	AB 2185	AB 2187	AB 2189	AB 3777	AB 3205	AB 2132	AB 790	EPA UST	AB 1030	SB 299	AB 1081	AB 854	AB 1728	
CHEMICAL INVENTORY	X	X	X	X	X	X	X	X	X	X	X		X	X	X
EMERG. RESP./TRNG. PLAN	X	X	X	X	X	X			X	X	X				
FACILITY MAP	X				X	X			X	X					
INSPECTIONS	X	X	X	X	X	X	°	X	X	X	X	X		°	
RISK MGMT. PREV. PRGM.					X	X		X							
UST MONITOR./MODIFIC.	X					X			X	X	X				
HAZARD DETERMINATION CHEM./FACILITY RANKING	°	°	°	°	X	X	X	X	°	°	°			X	X
SITE REMEDIATION	X								X		X				
AREA PLAN/CITY-WIDE ER	X	X	X	X	X		°	X						°	X
HAZARD CLASSIF. SYSTEM	°	°	°	°	°	°	°	°	°	°	°			X	°
DATA MANAGEMENT	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
BUSINESS/COMMTY. OUTRCH.	X	X	X	X	X	X	°	X	X	X	X		X	°	X
CITY DEPTS./UST'S	X	X	X	X	X	X	°	X	X	X	X		X	°	X
REGULATIONS	X	X	X	X	X	X	X	X	X	X	X	X	X	°	X
FIRE DEPT. TRAINING	X	X	X	X	X	X	X	X	X	X	X	X		X	X
MSDS'	X	X	X	X	X	X	X	X				X		X	X
RELEASE REPORTING	X	X	X	X	X			X	X	X	X				X
DISCLOSURE	X	X	X	X	X	X		X	X	X	X			°	X
TRADE SECRETS	X	X	X	X	X	X									X

(N) = NEW LAW

° = NOT DIRECTLY SPECIFIED, BUT SIGNIFICANT BENEFIT FOR IMPLEMENTATION OF LAW/REQUIREMENT





				(N)	(N)	(N)	(N)	(N)	(N)	(N)	(N)	(N)	(N)	(N)	TITLE
CONCERNS	HMPDO	AB 2185	AB 2187	AB 2189	AB 3777	AB 3205	AB 2132	AB 790	EPA UST	AB 1030	SB* 299	AB 1081	AB 854	AB 1728	III
PROTECTION OF PUBLIC HEALTH & SAFETY AND THE ENVIRONMENT	H	H	H	H	H <sup>1</sup>	H	m	m-h	m-h	m-h	m-h			m	m
COMMUNITY CONCERNS AND PERCEPTION (INCLUDES OVERSIGHT GROUPS E.G. HAZMAT ADVISORY COMM.)	H	H	H	H <sup>2</sup>	H <sup>3</sup>	H	m	m-h	m-h	m	m-h				m
REGULATORY COMPLIANCE	H	H	H	H	H	H <sup>4</sup>	m	m	H	H	m				H <sup>5</sup>
COST-EFFECTIVENESS/ BENEFITS (BUSINESS SECTOR)	H	H	H	H	m-h	m-h	H <sup>6</sup>	m	m	m	m			H	m
COST-EFFECTIVENESS/ BENEFITS (PUBLIC SECTOR)	H	H	H	H	m-h	m	H <sup>7</sup>	m	m-h	m-h	m-h			8	m
OCCUPATIONAL HEALTH/ UNION ISSUES	m-h	m-h	m-h	m-h	H <sup>9</sup>	m	m-h	m	m-h	m	m-h			m-h	m
PROVISION OF SERVICE FOR FEES	H	H	H	H	m	m	H <sup>10</sup>	m	m	m	m			H <sup>11</sup>	m
TOTALS	27	27	27	27	24	21	18	16	20	18	18	7	7	19	16

KEY: H (HIGH) = 4 ; m-h (MODERATE TO HIGH) = 3 ; m (MODERATE) = 2 ; BLANK (LOW) = 1 (N) = New Law

1 = Greatly reduces risk of release  
2 = Includes regulation of UCSF  
3 = As indicated in 1 and 2

4 = Tie-in to bldg. permit process  
5 = City must comply (releases - EPA)  
6 = More equitable enforc. & distr. of insp.

7 = Acc. prior. of city sites  
8 = Maintain existing class. sys.  
9 = Also minimize pot. exposures

10 = As in #6  
11 = More info. to bus.  
\* = May be CA priority



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